



University at Buffalo
The State University of New York

Department of Library and Information Studies
Graduate School of Education

GRADUATION CHECKLIST

To ensure a problem-free path to graduation, please follow these steps:

1. Apply to Graduate - Complete the application for degree in your HUB Student Center. This MUST be submitted by the following deadlines.

LAST SEMESTER	FINAL FILING DATE	CONFERRAL DATE
Summer	June 15	September 1
Fall	September 15	February 1
Spring	February 15	June 1

- This is a hard deadline so do not procrastinate. Applications submitted after the deadline will be posted for the next semester's filing date.
- Once your application has been received, your degree status can be found in your Student Center in the HUB. You CANNOT graduate without submitting this application!
- If you had applied for graduation but did not graduate in the semester planned, you must complete a "Petition to Change Expected Conferral Date/Amend ATC." The form is available at:
http://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet_amend.pdf.

2. Submit your "Intent to Submit Portfolio" form (for non-LMS students only).

- During your final semester, you must complete your required Assessment Portfolio. You must notify the LIS department that you will be submitting a portfolio by completing the "Intent to Submit Portfolio" form, available on the LIS website.
- The deadlines for this form are the same as the deadlines for applying to graduate (see above).
- The "Intent to Submit Portfolio" form is not submitted through HUB. You must submit it via email to lisport@buffalo.edu.

3. Check that you have met all academic requirements.

- Verify that your MLS Plan of Study Form is correct.
- Check for final grades in all coursework including Incompletes.
- Check with your advisor and/or the department secretary regarding the status of your degree requirements and any other obligations.
- Complete your Assessment Portfolio – you must receive a grade of “Satisfactory” in order to graduate.

4. Verify accurate name and address.

- Information as it appears on MyUB at the time of the conferral date is how your diploma will be processed. Addresses can be updated via your HUB Student Center.
- Name changes must be updated in the Registrar’s Office using the following form: <http://registrar.buffalo.edu/pdfs/studentNameChange.pdf>. Note that any name changes may require documentation.
- Verifying this information will ensure that your diploma is properly prepared and sent directly to you at the correct location.

5. Clear any outstanding financial obligations.

- Pay your outstanding bills including library and parking fines.
- Transcripts and diplomas can only be sent out for students with no financial obligations.
- Return all library materials.

6. Learn about participating in the GSE commencement ceremony.

- Using the [Schedule](#) link, find your ceremony, listed by school.
- Date, time, location and ceremony contact person are given. Click on the FAQ link for your ceremony to learn whether or not you must pre-register to participate in your ceremony, whether tickets are required for your guests, etc.