# How to Graduate Master’s Degree: Capstone Project

Use this checklist to remember your deadlines:

- Keep yourself on track by filling out and printing this handy checklist.
- Deadline dates for each semester are at [Graduation Deadlines and Procedures](#) and also appear on [MyASU](#).
- Check frequently with [MyASU](#) for updates and next steps.
- Check with your academic unit for deadlines specific to your plan of study.

<table>
<thead>
<tr>
<th>To-Do</th>
<th>Deadline</th>
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<tr>
<td>☐ 1. Check iPOS on <a href="#">MyASU</a> and verify Plan of Study is correct and complete</td>
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<td>☐ 2. Apply for graduation <em>by deadline date</em> <em>(late fee applies)</em></td>
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<td>☐ 3. Complete Capstone course</td>
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<td>☐ 4. Are any iPOS changes needed before graduation? <em>(Please note: all courses on POS and Transcript must have final grades for your degree to be awarded)</em></td>
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<td>☐ 5. If you plan to attend commencement, RSVP via <a href="#">MyASU</a></td>
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<td>☐ 6. Purchase academic regalia at <a href="#">ASU’s Bookstore</a></td>
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<td>☐ 7. Attend commencement and/or convocation</td>
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Check MyASU frequently for updates

- MyASU will show you updates, upcoming deadlines, and actions you need to take.
Apply to graduate

- Deadline dates for each semester are at [Graduation Deadlines and Procedures](#) and also appear on [MyASU](#).

- Students must be enrolled for at least one credit hour that appears on the plan of study, or one hour of appropriate graduate level credit, during the semester or summer session in which they complete their Capstone project.

- Students must maintain continuous enrollment from semester of admission through the term of graduation and until all degree requirements have been completed.

- You may apply for graduation through the Graduation tab on [MyASU](#), or through the [University Registrar’s Office](#) online, in person or by mail.

- Information about the graduation application procedures and fees is available online: [students.asu.edu/graduation](#).

- If you apply after the deadline for a semester, you will be assessed a late fee and your name will not appear in the commencement program.
Complete Capstone course

- Verify all components of the Capstone Course have been completed and an official grade has been posted.

- If you do not complete all requirements in the semester you intend to graduate, you will need to reapply for graduation the next semester; the application will not automatically carry forward. *(Once your graduation application has been forwarded to a future semester, you will again be eligible to register.)*

- Your academic unit will post your final grades. A grade of “B” or better is required in your capstone course. All graduate students must have a minimum 3.0 cumulative GPA and POS GPA.
Are any iPOS changes needed before graduation?

- Check MyASU for any red flags

- If all flags are green, congratulations! You can begin your plans for Commencement.
Do you plan to attend commencement and/or convocation?

- **Commencement** is the university-wide celebration at which degrees are conferred upon graduating students by ASU President Michael Crow. Commencement is held each May and December in Wells Fargo Arena.

  If you plan on attending the university commencement ceremony, please RSVP online when “Marching Orders” appears on the MyASU Graduation tab. Once your RSVP has been submitted, you will receive an email in your ASU email account with further information and instructions.

- **College and cultural convocations** are a time for smaller groups to gather and celebrate students’ graduation. The smaller setting provides the opportunity for individual recognition. Some convocations also require an RSVP in Marching Orders on MyASU. For more information about a particular convocation, please contact the dean’s office of your college, or the University Ceremonies Office for information and the schedule of special interest convocations.

- Master’s students who intend to participate in commencement and/or an individual convocation must obtain academic regalia, which can be purchased at ASU’s Bookstore. You can find additional information on dressing for graduation at graduation.asu.edu/graduates/dressing.

  Information on the academic costume code, how to wear the Commencement regalia, and colors associated with different disciplines can be found at the American Council on Education.

- Graduates do not receive diplomas at University Commencement or at college convocations. Diplomas are mailed approximately 5-7 weeks after the degree conferral date to the home address on file with the University Registrar’s Office. Change of diploma address must be submitted to the Office of University Ceremonies’ website or by signing in to MyASU.