

Instruction(s)

This audit checklist is used by the Graduate Studies Unit (GSU) to verify a student's eligibility for graduation. All criteria must be met. Complete the checklist during the student's final semester.

Student Information

Student Name: _____

Student ID: _____

Program/College: _____

Expected Graduation Semester: _____

Audit Date: _____

Auditor Name & Signature: _____

Graduation Eligibility Criteria

(To be verified with the Admission & Registration Directorate)

#	Criteria	✓	Notes
1	Student is enrolled in the semester of expected graduation		
2	Student is in clear academic standing (no probation or suspension)		
3	Student has maintained a cumulative GPA of 3.0 or higher		
4	Student has completed and passed all required coursework for the program		
5	Student has submitted a satisfactory thesis progress report		
6	Student has received PASS grade (without conditions) on thesis evaluation form		
7	Student's thesis/manuscript complies with Thesis Preparation, Submission and Assessment guidelines.		
8	Thesis/Manuscript is authorized to be deposited in the name of university.		

Final Remarks

Additional Comments:

Office Use – Graduate Studies Unit

Recommendation by GSU:

- Eligible for Graduation
- Not Eligible (Specify reason in comments)

Name: _____

Signature: _____

Date: _____

Admission and Registration Directorate to be notified via email for degree conferral if all graduation requirements are met.

- Yes

Date: _____

College to be notified via email.

- Yes

Date: _____