

Certificate Degree Completion Checklist
The College of Graduate Studies



Check	Completion Item
	Completed On-line Application for Graduation via MyUT portal by semester deadline
	Registration for a minimum of one graduate credit hour
	If adding Certificate to another graduate degree to which you've been admitted, complete the Request to Add a Graduate Certificate form
	Official undergraduate transcripts showing earned degree on file with our office
	Approved Plan of Study on file with all courses appearing on transcript with grades of "C" or higher as required by degree program
	Written proof of passing Comprehensive and/or Foreign Language Exams, if required by degree
	All grades posted with no PR, IN, or NR on the transcript
	Cumulative graduate GPA of 3.0 or above
	Completed Graduate First Destination survey (unique link sent at semester end to Rockets email)
	Payment of outstanding fees and/or fines

**Please select from the links below for post-graduation information, services, and resources.
 For other questions or clarification, please contact the College of Graduate Studies.**

For more information select: [transcripts](#), [diplomas and certificates](#), [Alumni Association](#), [UToledo commencement](#), [College of Medicine commencement](#), [degree verifications](#), [loan deferments](#), [career services](#), [RocketConnect mentoring program](#)

Main Campus degree programs
 Monica Klonowski, University Hall 3240,
GCACademicSvcs@utoledo.edu, 419-530-4269

Health Science Campus degree programs
 Teri Green, Mulford Library Building 118,
GCACademicSvcs@utoledo.edu, 419-383-4113