Top 6 Reasons Students Fail to Graduate

1. **Lack of Graduation Clearance Form**

   A graduation clearance form must be submitted to the Graduate College by the appropriate deadline. The graduation clearance form must be on file before the diploma application can be submitted to the Registrar's Office.

2. **Lack of Diploma Application**

   A diploma application must be on file with the Registrar's Office by the appropriate deadline. This can be done online through the Student Self-Service website, but only after the graduation clearance form has been processed in the Graduate College.

3. **Plan of Study Deficiencies – courses on transcript do not match those on POS**

   It is very important for students to review their plan of study and their transcript before submitting the graduation clearance form. If any revisions are needed, the updated POS should be submitted with the clearance form.

4. **Grades Not Changed**

   Any incomplete grades for courses on the plan of study will delay graduation. Thesis and dissertation research hours do not need to be assigned a letter grade. The grade of "R" may be used for a creative component course, if the project extends beyond one semester. However, that grade must be changed to a valid letter grade before the degree can be awarded.

5. **Insufficient Enrollment**

   Graduate students are required to be enrolled in a minimum of two credit hours in their graduating semester. All doctoral students and masters students completing a thesis or formal report are also required to be enrolled in a minimum of six credit hours total in the three semesters (including summers) preceding graduation.

6. **Failure to Complete Thesis/Dissertation Submission**

   Uploading the thesis or dissertation document electronically does not equal being done with the submission. The Graduate College must have received the abstract and approval page. The submission must be reviewed and approved. And all doctoral students must have completed the Survey of Earned Doctorates.