



Are you ready to graduate?

Before completing the graduation application, the following checklist has been provided. *Responsibility for fulfilling requirements for graduation rests with the individual student (see catalog pg 55)*

- Have you met with your advisor to discuss what, if any, courses are needed?
- Did you request a “Registrar’s Senior Audit” with Mary Conley Law, Registrar?
Request by email (marylaw@stmartin.edu) (bachelor degree candidates; master degree candidates are audited by the dean of the program)
- Complete the **attached** application (submit to Registrar’s Office)
- Have you met your financial obligations?
 - Student Accounts
 - Perkins Loan
 - Financial Aid

Bachelor degree students must successfully complete a minimum of 128 semester hours with a cumulative grade point average of at least 2.00 and a Saint Martin’s grade point average of at least 2.00 (*see catalog pg 48*)
(*Grades earned in courses completed at Saint Martin’s University **and** at other colleges and universities will be used to calculate academic honors*) (*see catalog pg 67*)

Master degree students must contact their department since the number of semester hours required to complete a master’s degree varies among programs. (*see catalog pgs 210-269*)

Commencement ceremonies occur once a year at the close of spring semester for students completing graduation requirements in December, May, or August.

Diplomas will be ready for pick-up a week after ceremony in May; 5-7 days after the last day of class for August and December graduates.

Location: Office of the Registrar - (360) 438-4356

(Old Main-Room 257; Hours: Mon-Fri 8am – 5pm)

- ❖ For hours after 5pm (Mon-Fri) please contact us to make arrangements.
- ❖ Extension center students may pick up at respective locations if arrangements are made with the Office of the Registrar.