

**COLLEGE OF ARTS AND SCIENCES
MASTERS DEGREE GRADUATION CHECKLIST**

- ☐ MET WITH ADVISOR AFTER FIRST YEAR OF STUDY TO TALK ABOUT FULFILLING DEPARTMENT COURSE REQUIREMENTS
- ☐ IF REQUIRED, PLANNED GENERAL/COMPREHENSIVE EXAM DATE WITH ADVISOR

OR

- ☐ IF THESIS IS REQUIRED/REQUESTED, MET WITH ADVISOR TO DISCUSS THESIS POSSIBILITIES AND REQUIREMENTS. DISCUSSED POSSIBLE COMMITTEE MEMBERS (Minimum Committee: 1 Advisor and 1 Reader and/or Chair of Department/Program)
- ☐ REGISTRATION REQUIREMENTS MET
(at least 18 credit hrs at 400 level, 15 in Department/Program total of 30 credit hrs)
- ☐ COMPLETED MASTER'S PROGRAM FORM LISTING ALL COURSES TO BE USED FOR DEGREE (30-32 credit hours, see department for total.
At least 18 credit hrs are 400 level and 15 of the 400 must be in department/program)
Form must be completed at Pre-registration for final semester and handed in before your final semester classes begin.
- ☐ APPLIED FOR DEGREE
(Complete and Submit to Registrar's Office)
- ☐ MASTER'S THESIS DRAFT REVIEWED (schedule appointment with MaryAnn Haller in the Graduate Programs Office to review formatting)
- ☐ SCHEDULED MASTER'S DEFENSE DATE (If required by department/program)
- ☐ SUBMITTED HUMAN SUBJECTS CLEARANCE FORM'S (If necessary)
(Students using human subjects in their research are required to comply with (IACUC) Protocol. Please see page 43 of graduate handbook for complete rules and form)

FINAL PAPERWORK:

- ☐ Master's Thesis Submitted Online
- ☐ Title Page
- ☐ Abstract
- ☐ Signed Original Signature Sheet (**Faxed or copied signatures will not be accepted**)
- ☐ Thesis Processing Receipt (paid at the Bursars Office)
- ☐ Completed Master's Program Form