Graduation Checklist – Master’s Degree

❖ Confer with your advisor regularly—and especially prior to registration each semester—to make sure you stay on course with program requirements.
  ➢ If your advisor is not available for any reason, then meet with the graduate advisor.
  ➢ 18 credits of coursework must be in 400-level courses, with at least 15 of those credits in your program of study.

❖ If required, schedule general/comprehensive exam(s).
  ➢ Check with your advisor to determine requirements and exam dates.

❖ If writing a thesis (not required for math & sciences), meet with your advisor to outline thesis options and requirements.
  ➢ Decide possible committee members: 1 advisor, 1 reader, and/or chair.
    (minimum committee = 2 members)

❖ In your 3rd semester, prior to registering for the final semester, confirm that you are on pace to meet all course requirements.
  ➢ A total of 30 – 32* credit hours with:
    ■ At least 18 credit hours @ 400 level
    ■ At least 15 courses in the program

❖ Submit a Master’s Program Form – list only the 30–32* credits that will count toward your degree.
  ➢ Must be completed at pre-registration for your final semester and submitted before classes begin.

❖ Apply for your graduate degree through the Lehigh Portal in Banner and complete a graduation application.

*Credits vary by program. Check with your advisor to confirm the number needed to satisfy degree requirements.
➢ Fall term graduation - apply by October 1
➢ Spring term graduation - apply by February 1
➢ Summer term graduation - apply by July 1
❖ Schedule an appointment to have your Master’s Thesis draft reviewed.
  ➢ Schedule once your thesis draft is handed into your committee for review.

❖ Schedule an appointment to defend your Master’s Thesis. Must be completed in your home department, by posted deadline, for all degree requirements.

❖ Complete the Human Subjects in Research form through IRBNet.org, if needed.

❖ Complete the Next Destination Survey.

❖ Order appropriate graduation regalia.
  ➢ Watch for emails/announcements in early March.
  ➢ Check the bookstore for deadlines to get measured for regalia.

FINAL PAPERWORK REQUIRED:

 ➦ Master’s Thesis (submitted online)
 ➦ Title Page
 ➦ Abstract
 ➦ Signed Original Signature Sheet (via DocuSign)
 ➦ Thesis Processing Receipt
 ➦ Completed Master’s Program Form
 ➦ Next Destination Survey

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