Flow Chart for Master’s Degree Completion

**Admission**

Discuss your goals and expectations with your department’s graduate student adviser.

Take courses. Determine eligibility of transfer credits, if any. **Continuous enrollment required**

Before completing 18 credits of coursework:
Develop a Program of Study* with your program. *This is your plan for completing your degree. Your adviser, department chair or departmental graduate coordinator will help you.

Take courses and work on research, thesis, project or portfolio.

At least 15 weeks before your final oral examination:
(1) Submit your approved Program of Study to the Graduate School and
(2) Select a Graduate Council Representative (if required) for the final exam.

At least 2 weeks before your final oral examination:
(1) Use online form to schedule your final oral examination,
(2) Distribute a defendable copy of your thesis to your committee,
(3) Bring in or email pre-text pages of your thesis to the Graduate School, and
(4) submit a diploma application (EXCEPT for SPRING Term completion, when you must submit by FIRST week of Spring Term).

**Final Examination**

- **Pass Final Examination**
  - Yes
  - **Graduation**
    - If your master’s degree requires a thesis, upload final thesis to ScholarsArchive and relevant paperwork to the Graduate School within 6 weeks of your defense date.
    - You must be registered for 3 graduate credits when you submit your thesis to the Graduate School.
  - No

- **No**

**Registration**

All degree requirements must be met within 7 years, regardless of requested leave of absences.

Continuous enrollment required unless leave of absence requested.

**Academic Unit Graduate Degree Requirements**

Review the graduate degree requirements of your academic unit (college, school, department or program) with your adviser, the program director/chair or the graduate program director.

NOTE: A dashed line connected to a university requirement indicates your department or program may have additional requirements. Check with your academic unit for its specific rules and requirements.

NOTE: Check the Graduate Catalog for full details on deadlines.

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rev. 10/2013