Flow Chart For Master’s Degree Completion

**Admission**

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

Take courses. To determine eligibility of transfer credits, if any, complete the transfer credit request form.

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

Take courses and work on research, thesis, project or portfolio, as required for your degree type

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

At least 2 weeks before your final oral examination or alternative summative assessment (ASA):
(1) Use online form to schedule your final oral examination or ASA,
(2) Distribute a defendable copy of your thesis or paper to your committee (if applicable),
(3) Submit 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**

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 and no later than the start of the next term. You must be registered for 3 graduate credits when you submit your thesis to the Scholars Archive.

**Graduation**

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 specific rules and requirements.

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