

## Graduation Checklist for Master's Non-thesis or Thesis Substitute students

***This list is for student use only and is not to be submitted to the Graduate Program Coordinator at any time.***

- Enroll in at least one graduate level class in your program of study.
- Meet with your graduate advisor to ensure that you will have met all departmental and university requirements for graduation this semester.
- Submit an **Application for Graduation** to the graduate school by the deadline indicated in the graduate catalog for the semester in which you are graduating (usually within 30 days of the first day of class).
- If you are completing a project or taking comp exams as your final exam requirement, submit a copy of the **Final Master's Exam Report**, to the Graduate Program Coordinator. You must *unconditionally pass* this exam before the end of the semester.
- Complete all course and exam requirements.
- Earn a 3.0 or better as your overall graduate GPA and GPA in your major.