

# Master's Checklist

## On your way to the Master's Degree....

There are several points or responsibilities of which you should be aware as you move toward your projected graduation date. Please use the following checklist as a guide in helping you meet the requirements for your degree. The list appears in order of priority, except for some variation which may be caused by the status of your admission or which may be required by your Advisory Committee or by the Graduate School Office. Please do not hesitate to correspond with the Graduate School, Derryberry Hall, 931-372-3233, or your Advisory Committee in regards to these or other requirements. It is important that a student be in Full Standing and these requirements met in order to be eligible for graduation.

1. \_\_\_\_\_ **Standardized Examinations** - Admission to graduate study is conditioned by a requirement to take a standard examination before or during the first term of enrollment. Check the certificate of admission and confer with personnel in the Graduate School Office.
2. \_\_\_\_\_ **Appointment of an Advisory Committee** - Should be initiated during the term in which 9 semester hours will be completed.
3. \_\_\_\_\_ **Reclassification** - This step is necessary for any student who was admitted in Provisional Standing before admission to candidacy may be declared. Student must apply for reclassification by the completion of 15 graduate hours.
4. \_\_\_\_\_ **Program of Study** - Should be developed as soon as an advisory committee is selected. There will be a hold placed on a student's registration if the program of study has not been filed by the time 15 semester hours have been earned.
5. \_\_\_\_\_ **Candidacy** - Student should make application for candidacy no later than the term in which 15 hours of graduate credit have been completed.
6. \_\_\_\_\_ **Application for Graduation** - Initiated by candidate at the beginning of the semester in which conferral of the degree is expected. All of the above steps, plus course substitutions, should be attended to prior to application.
7. \_\_\_\_\_ **Comprehensive Examination** - Must be completed at least three weeks prior to graduation.
8. \_\_\_\_\_ **Submit Thesis to Graduate School Office** - Must be submitted in final form at least two weeks prior to graduation (or sooner if stipulated in the official Schedule of Classes).
9. \_\_\_\_\_ **Graduation** - Student is required to be present for the conferral of the degree unless written exception is made by the Associate Vice President of Research and Graduate Studies. Students graduating in absentia may have diplomas mailed but must assume the inherent risks.

*All forms may be obtained and submitted in the Graduate School Office.*