

Master's Degree Checklist for Graduation

- Have you met with your faculty adviser to review all requirements and recorded these courses on your **Master of Arts Degree Program Sheet and Annual Review**?
- Have you completed the minimum number of hours required for your program? At least 80% of the credit hours must be completed at Ohio State. If you are transferring in credit hours from another university, be sure to fill out this form <http://gradsch.osu.edu/Depo/PDF/TransferCredit.pdf>
- Have you transferred the hours taken in Graduate Nondegree status to your Master' degree program http://www.gradsch.osu.edu/Depo/PDF/TransferGradND_Credit.pdf? Up to seven semester hours taken in this status may be transferred with your faculty adviser's approval.
- Have you applied to graduate by the published deadline? ***
- Have you turned in your signed **Master of Arts Degree Program Sheet and Annual Review** to the Student Services Office?
- Have you listed both your adviser's and second reader's names on the **Application to Graduate (available online at <http://gradforms.osu.edu>)**.
- Are you enrolled for a minimum of three (3) credit hours?
- Have you paid fees for the semester?
- Do you have any outstanding fines that need to be resolved (e.g. library, transportation and parking?)
- Is your graduate cumulative point-hour ratio at least 3.0?
- Have you taken care of incompletes and courses with no grades?
- (Exam Option Only) Have you planned to take the Master's Comprehensive Exam or to complete an alternate format exam with your adviser?
- (Thesis Option Only) Has your advisor logged in to GradForms to approve the final version of your thesis? Have you uploaded your thesis to OhioLink?
- Did you log in to <http://gradforms.osu.edu> to note your absence at Commencement if you are not attending graduation?

*** **Application to Graduate** is available at <http://gradforms.osu.edu> and is due to the Graduate School by the third Friday of the semester in which you intend to graduate. Because the staff in the Department of Educational Studies must clear your application before we do the final approval, your program sheet must be submitted to the Office of Student Services and Graduate Studies by the deadlines published by the office each semester. Notification will be sent by email to our student listserv. Be sure to check your email for the School deadline each semester. Also - check the Calendar on the Graduate School web site at http://gradsch.osu.edu/Depo/PDF/Deadlines_ProfD.pdf for exact university deadline dates or changes to previously published deadlines.

Please check the Commencement web site <http://commencement.osu.edu> for important information.

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Rev. 6/10/2014