

The Ohio State University
College of Education
School of Educational Policy and Leadership

Master's Degree Checklist for Graduation

_____ Have you met with your faculty advisor to review all degree requirements and recorded these courses on your **Master of Arts Program Sheet** (available online at <http://ehe.osu.edu/epl/students/downloads/ma-program-sheet.pdf>)?

_____ Have you applied to graduate by the published deadline? ***

_____ Have you listed both your advisor's and second reader's names on the **Application to Graduate – Master's Degree** (available online at <http://www.gradsch.ohio-state.edu/Depo/PDF/Master'sGraduate.pdf>)?

_____ Are you enrolled for a minimum of three (3) graduate credit hours?

_____ Have you paid fees for the quarter?

_____ Do you have any outstanding fines that need to be resolved (e.g. library, transportation and parking)?

_____ Have you completed your Student Loan Exit Interview with Student Financial Aid (if applicable)?

_____ Is your graduate cumulative point-hour ratio at least 3.0?

_____ Have you transferred the hours taken in Graduate Non Degree status to your Master's degree program? Up to ten hours taken in this status may be transferred with your faculty advisor's approval. Check your advising report to be sure at <http://www.buckeyelink.osu.edu>. Forms available in Ramseyer 122.

_____ Have you taken care of incompletes and courses with no grades? Check your advising report.

_____ (*Exam Option Only*) Have you planned to take the Master's Comprehensive Exam or to complete an alternate format exam with your advisor?

_____ (*Thesis Option Only*) Have you uploaded your thesis to OhioLink? Have you submitted the **Thesis Approval Form** to the Graduate School with payment of microfilming and binding fees no later than one week before commencement?

_____ Have you submitted your **Commencement Absence Form** (available online at <http://www.gradsch.ohio-state.edu/Depo/PDF/CommencementAbsenceForm.pdf>) if you are not attending graduation?

*** Application to Graduate – Master's Degree is due to the Graduate School by the second Friday of the quarter in which you intend to graduate. Because the staff in the School of Educational Policy and Leadership is required to clear your application before it goes to the Graduate School, it must be submitted to the Office of Student Services and Graduate Studies by the deadlines published by the office each quarter. Be sure to check your email for the School deadline each quarter.

Also - check the Calendar on the Graduate School web site at http://www.gradsch.ohio-state.edu/Depo/PDF/Calendar/Grad_deadlines.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.