

## Graduate Studies Degree Completion Checklist

- 1) **PRIOR to beginning a culminating experience course check** that **ARR** (Academic Records Report) is correct and all requirements have been fulfilled  
Note: ARR should be reviewed for completion to make sure there are **NO RED BOXES**.
  - You can review your Academic Records Report (ARR) via your MySSU tile
  - Completed Program Coursework Requirements
    - If a course is not appearing as expected, you should work with your advisor to complete an **ARR Update Form**
    - If you have transfer units, you must submit your transcript to the Registrar's Office and submit an **ARR Update Form** so that the courses appear on your ARR
  - Be sure **Advancement to Candidacy** is complete– Submit [GS01 Form](#) signed by committee members to Graduate Coordinator
    - Once the Graduate Studies Office has processed your form a green check will appear for **General Master's Degree Requirements** in your ARR
- 2) **Apply for Graduation** (see [Master's Degree Application](#)) **by the posted deadline**
  - See [application deadlines](#) – **late applications will not be accepted**
    - Be sure to review all [Steps to Apply for Graduation](#)
  - Once the Registrar's Office has processed the application it will appear in your Academic Requirements Report in the top left corner as 'Applied'
  - If it is necessary to delay your graduation request a change to graduation semester (see [Graduation Postponement Form](#))
  - Verify that Diploma Address is up-to-date in Student Center. [Directions](#)
  - A student may not graduate without timely submission of the [Master's Degree Application Form](#) and will be required to file the form for the following semester.
- 3) **Complete Culminating Experience** (Thesis, Project, or Comprehensive Exam)
  - If you will not complete the culminating experience by the end of the semester, you will receive a grade of RP (report in progress), be sure to request a change to your graduation semester (see [Graduation Postponement Form](#))
  - You will retain [Continuing Student Status](#) for one semester after the semester in which you enrolled in your final course and may use this "grace period" to complete your culminating experience and graduate in that semester.
  - If you require additional time beyond the one semester grace period to complete your culminating experience, to avoid being disenrolled from the university, you must use one of the following mechanisms:
    - Enroll part time in coursework in the program (e.g. special topics)
    - Enroll in project continuation through extended education - note this course will not count towards the degree, but will maintain continuing student status
    - Take a leave of absence by submitting the [Leave of Absence form](#) by the deadline for the semester in question.
  - You have up to two additional semesters (four semesters total) to complete the course associated with the culminating experience.

- **You must be enrolled** in an appropriate graduate program course or in Project Continuation in order to graduate more than two semesters after taking the culminating experience course.
  - If, after four semesters (this includes the semester in which the course was taken) the culminating experience is not complete, the student must re-enroll and retake the course.
- 4) Upon **completion of the Culminating Experience AND all eligible coursework** (with grades assigned), turn in signed [GS02 Form](#) , reviewed and signed by the Program Coordinator, to the Graduate Studies Office (note that Nursing students do not need to complete a GSO2 Form). See [deadlines](#)
- **Both** the **student** and the **Program Coordinator** are required to indicate that they have checked the student's Academic Records Report (**ARR**) and that the ARR has no red boxes or coursework taken more than seven years prior.
  - If any courses do not have a grade or still have an RP, be sure the grade is indicated on the GSO2 Form.
- 5) If completing a Thesis, turn in Thesis documents to Graduate Studies Office
- Submit all three components
    - Thesis document following required formatting, including preliminary pages
    - Thesis Signature Page – signed by all committee members
    - Thesis Authorization Form
  - [See guidelines and additional documentation necessary](#)

If there are any questions regarding this process, please consult your Graduate Program Coordinator for your program.