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.