Graduate Studies Degree Completion Checklist

1) **PRIOR to beginning 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
     o If a course is not appearing as expected, you should work with your advisor to complete an **ARR Update Form**
     o 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
     o 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**
   o See **application deadlines – late applications will not be accepted**
     ▪ Be sure to review all **Steps to Apply for Graduation**
   o Once the Registrar's Office has processed the application it will appear in your Academic Requirements Report in the top left corner as 'Applied'
   o If it is necessary to delay your graduation request a change to graduation semester (see **Graduation Postponement Form**)
   o Verify that Diploma Address is up-to-date in Student Center. **Directions**
   o 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:
     o Enroll part time in coursework in the program (e.g. special topics)
     o Enroll in project continuation through extended education - note this course will not count towards the degree, but will maintain continuing student status
     o 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 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 re-take 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 and Business students do not need to complete a GSO2 From). 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.