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
     - 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.

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• 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 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 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
  o Thesis document **following required formatting**, including preliminary pages
  o Thesis Signature Page – signed by all committee members
  o 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.

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