

Master's Degree Graduation Checklist

- 1. English Proficiency requirement met for international students (OEPT must be taken by the end of your first academic year). Letter attesting to satisfactorily completed OEPT submitted by examiner to program director and Graduate Studies Office (GSO).
- 2. Course work required for M.S. Degree completed satisfactorily, and all grades from previous terms have been confirmed (no outstanding "I" or "NG" grades). Academic status confirmed with GSO or program office.
- 3. If applicable, all necessary IRB approvals have been obtained (see page 11).
- 4. Statement of Intent and proposed Master's Thesis committee members submitted to Degrees Committee for approval. (Submittal of the Statement of Intent can be made before all course work has been completed.)
- 5. Once your Statement of Intent is approved, you should meet regularly with your Committee members to discuss progress, questions, and keep on a timeline for completion.
- 6. Thesis written. You should give the draft to your Thesis committee members **at least one month** before the deadline (www.grad.uc.edu) to give them ample time to review and send back comments. Committee members have approved it and signed the Committee Approval form found at www.grad.uc.edu.
- 7. Complete "On-Line Graduation Application" at: www.grad.uc.edu. Graduation paperwork filed with GSO and University Officials (see official dates in GSO). Also, make sure to check out the Graduation Deadlines at <http://gradapps.uc.edu/graduationdeadlines/graduation-deadlines.aspx>.
- 8. Thesis uploaded submitted electronically following the instructions found at <http://grad.uc.edu/student-life/etd/formatting.html>. Current information regarding Thesis and electronic submission can be obtained at: <http://grad.uc.edu/student-life/etd.html>.
- 9. Complete ABET Exit Interview and Confidentiality Compliance Certification