

Master's Program Checklist (Nonthesis)

Student _____ Student Number _____ Program _____

Date Completed **Requirement**

1. _____ Admitted to Master's Degree Study (Policy 1.1)
2. _____ Master's Degree Program Plan filed one month before 9 semester hours completed (Policy 1.3.1)
 - Separate Program Plan approved for each additional degree (Policy 1.3.2)
 - Submit "Permission for Graduate Student to Take Undergraduate Course" prior to registering for each 3000- or 4000-level (not deficiency) course included in Program Plan (Policy 1.9)
3. _____ Master's Committee established and approved **IN WRITING** by Major Advisor, Academic Unit Head, and Office of Graduate Programs (OGP) (Policy 1.5)

Member		Dept	
Member		Dept	
Member		Dept	
Outside Member		Dept	
4. _____ Petition to Graduate submitted to Registrar (at least **21 weeks** prior to graduation date.) Confirm submission deadline in "Academic Calendar". Late fee if petition is submitted past the deadline.
5. _____ **Register for Final Program Exam (FPE)** – Register through PAWS
 - Required minimum GPA of 3.0 to register for FPE (Policy 1.6.2)
 - Use abbreviation for academic unit followed by 0002 (example: ECE 0002, MAR 0002, BEH 0002)
 - FPE may be Oral, Written, or Both (Policy 1.6.1.1). Check with your academic unit.
6. _____ For written exams: Application must be made to your academic unit at least one month in advance of desired written FPE administration date (Policy 1.6.4)
7. _____ For oral exams: "Oral Examination/Defense Announcement" submitted to OGP at least **2 weeks prior** to oral FPE date. (Unannounced oral exams are illegal and must be held again!) (Policies 1.6.2 and 1.6.3)
8. _____ Meet FPE requirement (Policy 1.6) **by the deadline announced** in the "Academic Calendar."
A decision that the student has passed any examination requires the unanimous consent of the committee.
9. _____ Both the **overall** GPA and the applicable **program** GPA must be 3.0 or greater for a master's degree to be awarded. (Policy 1.12)