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)

   
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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)