

STUDENT NAME _____ ID NO. _____
Last First

PROGRAM NAME _____

- | DATE COMPLETED | REQUIREMENT |
|----------------|---|
| 1. _____ | <input type="checkbox"/> Admitted to master's degree study (Policy 1.1) |
| 2. _____ | <input type="checkbox"/> Master's degree program plan filed one month before nine semester hours completed (Policy 1.3.1). Use separate program plan approved for each additional degree (Policy 1.3.2). Submit Permission to Take Undergraduate Course form prior to registering for each 3000- or 4000-level (not deficiency) course included in program plan (Policy 1.9). |
| 3. _____ | <input type="checkbox"/> Master's committee established and approved in writing by major advisor, academic unit head, and Office of Graduate Programs (OGP) (Policy 1.5): |

NAME	DEPARTMENT	NAME	DEPARTMENT

- | | |
|----------|---|
| 4. _____ | <input type="checkbox"/> 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. _____ | <input type="checkbox"/> Register for final program exam (FPE) online through PAWS. Required minimum GPA of 3.0 to register (Policy 1.6.2). Registration uses 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. _____ | <input type="checkbox"/> 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. _____ | <input type="checkbox"/> For oral exams: Oral examination/defense announcement submitted to OGP at least two 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. _____ | <input type="checkbox"/> 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. _____ | <input type="checkbox"/> 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). |

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