

University of California, San Francisco
School of Nursing
Office of Student Affairs – OSA
(N319)

Checklist for Students Completing the Masters Program (2019-20)

- Review your ***expected graduation date*** in the Student Portal and make sure it is accurate. If your expected graduate date has changed you may update it manually.
- Complete the ***Masters Degree Preparedness Petition***, confirming you will have met all Masters core, specialty, and sociocultural requirements by the end of your expected graduation quarter. Check with your faculty advisor and/or OSA if you are concerned about fulfilling any of these requirements.
- Complete the ***Commencement Participation Form***.
Please note: you will receive a separate email from Debbie Acoba with further instructions on how to complete this form. **OSA kindly asks that you complete this by March 20.**
- Remove all ***“I” (incomplete) grades***.
Note: Please allow yourself enough time to convert any “I” grades to a letter grade prior to your expected degree conferral date. Students may not graduate with an incomplete grade. Be sure to connect with the course FOR once you’ve have completed all coursework, as they will be responsible for entering the final grade.
- Pass the ***Comprehensive Exam*** or defend ***thesis*** and have approved by faculty. If you decide to delay your comp exam to a later quarter, please let OSA know as soon as possible so we may adjust your graduation quarter.
Comprehensive exam dates and thesis resources can be found [here](#).
- Meet with your OSA representative and confirm all of the above items have been (or will be) completed.
- Complete the MS/Post-MS Exit Survey, found on the [Pathways to Graduation CLE](#). Spring graduates, please complete by June 14.
- Diploma and transcript*** request from the Registrar’s Office.
If you wish to receive your diploma through the mail, you MUST complete a [Diploma Mailing Form](#) through the Registrar’s Office. If you wish to pick it up in person, you do not need to complete the diploma request form. Diplomas are available eight to 12 weeks after graduation at Millberry Union, 200W.

If you wish to obtain a transcript with your final grades and your degree posted on it, you can do so through the student portal, or by submitting a [Transcript Request Form](#).
- Repay any outstanding Nursing loans and complete a financial aid exit counseling session***.
If you have any outstanding emergency loans, you must repay them right away. If you have received a student loan through the Financial Aid Office (e.g., Direct Stafford, Graduate Plus), including the Nurse Faculty Loan, you are required to complete *exit counseling* prior to graduation. Refer to [this link](#) for more information