

**Checklist for Students Completing the Masters Program (2018-19)**

- Complete the [Advance to Candidacy Form](#). Students must formally apply for advancement to candidacy and spend one quarter in advanced status before being eligible for degree conferral. Therefore the application for candidacy **must be filed no later than the last day of the quarter prior to the quarter which the student intends to graduate**. For example, if you plan to graduate in Spring quarter, you must submit the form by the last day of Winter quarter.

After the form is signed by the Faculty Adviser and OSA, OSA will file the application with the Graduate Division. Once the application is approved, the student will be sent a certificate of candidacy from the Office of the Graduate Division. **OSA kindly asks that you complete this by March 22.**

- 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 **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 22.**

- 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.

A student must petition to have an “I” grade removed. The [petition](#) is available in the Office of Admission and Registrar and there is a \$5 fee for this service. Once the coursework has been completed and turned in to the instructor, the petition is filed with the Registrar. The Office of Admission and Registrar will send the instructor a grade report request. When the grade is received, the “I” grade will be changed on the student’s permanent record.

- Complete all Masters core, specialty, and sociocultural requirements. Check with your faculty advisor and/or OSA if you are concerned about fulfilling any of these requirements.

- Register for and pass the **Comprehensive Exam** (for Plan II Masters students), or defend **thesis** and have approved by faculty (for Plan I Masters students). 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.

- 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.