

GRADUATION CHECKLIST—MASTER'S

In order to graduate, each master's student must:

- _____ Register and enroll for at least three graduate credit hours during the semester in which graduation is expected.
- _____ Submit an Application to Graduate on GRADFORMS.OSU.EDU no later than the third Friday of the semester or summer term in which graduation is expected.
- _____ Complete the required minimum number of credit hours for the graduate program. At least 80 percent of those credit hours must be completed at The Ohio State University.
- _____ Earn a graduate cumulative point hour ratio of at least 3.0.
- _____ Satisfactorily complete the master's examination and verify the Report on Final Examination has been approved by all committee members by the published deadline for the semester or summer term of graduation. The master's examination is taken the semester in which graduation is expected. Taking the examination earlier requires prior permission of the Graduate School.
- _____ Students completing a thesis must submit the final thesis electronically to OhioLINK. Once the student receives an email from the Graduate School accepting the thesis, the student must verify that the Report on Final Document has been approved by all committee members by the published deadline.
- _____ Final grades for all previous and current courses must be posted on the student's university record by the grade submission deadline for graduation.

If you are unable to complete the requirements within the deadlines, please notify the Graduate School as soon as possible.

614-292-6031

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