

Graduate School Guidelines

- **Master's Degree Graduation Checklist**

Listed below are Graduate School procedures and requirements for earning a master's degree from The Ohio State University. For more information see the *Graduate School Handbook*. The handbook is available electronically at <http://www.gradsch.ohio-state.edu>

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

- _____ Register and enroll for at least three graduate credit hours during the quarter in which graduation is expected.
- _____ Submit an Application to Graduate form to the Graduate School no later than the second Friday of the quarter in which graduation is expected.
- _____ Complete the required minimum number of credit hours for your program. At least 80 percent of those credit hours must be completed at this university.
- _____ Earn a graduate cumulative point hour ratio of at least 3.0.
- _____ Satisfactorily complete the master's examination and submit the Master's Examination Report form to the Graduate School by the published deadline for the quarter of graduation. The master's examination is taken the quarter 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 e-mail from the Graduate School accepting the thesis, the Thesis Approval form must be submitted to the Graduate School by the published deadline.
- _____ Final grades for all previous and current courses need to be posted on the student's University record by the grade submission deadline for graduation.

Please notify the Graduate School as soon as possible at 292-6031 or gradsch-gradsrv@osu.edu if you find you are unable to complete the requirements within the deadlines.

Students are responsible for making their own copies of graduation forms before submission to the Graduate School.