

Health Science Campus, College of Graduate Studies
Degree Completion Checklist and Timeline
Masters Students

Steps for Graduation Clearance – Chronological Order (*COGS = College of Graduate Studies)

- Submit [Application for Graduation](#) online by the posted deadline for the term.
- Submit [Acceptance of Thesis/Dissertation/Scholarly Project Form](#) by the posted deadline
 - Upon receipt of the *Acceptance Form*, COGS will run a preliminary degree audit and email the audit and additional forms/instructions to the student's UT e-mail account.
 - Students defending a thesis will have an *Announcement of Defense* created and distributed to the faculty/students of their college by the COGS. Scholarly Project presentations are usually posted by the department.
- Submit Thesis for format review by posted deadline to etdmc@utoledo.edu.
- Complete the Graduate Student Exit Survey (required). The link is term specific and will be included in the student's degree audit. There is no document to turn in, as COGS will verify completion of the survey internally.
- Submit ALL final documents to COGS, Mulford Library Room 117, by the posted deadline in a sealed envelope with this checklist attached to the outside. Documents include:
 - *Report of Examination* (sent via email from COGS for Theses only)
 - [Intellectual Protection and Patent Sign-off Form](#)
 - [Approval of Thesis Form](#) **OR** *Final Approval of Scholarly Project* with committee signatures (submitted by department).
- Thesis Submission
 - Review the [ETD website](#) for instructions for uploading documents to OhioLINK and ProQuest
 - Upload thesis to [OhioLINK](#) by posted deadline before uploading to ProQuest (be sure to check the box to have OhioLINK also submit your dissertation to ProQuest)

In order to graduate, the following items must be on file with the COGS:

- Approved *Plan of Study*. These courses must show grades of C or higher on the transcript
- Official transcripts on file
- Qualifying Exam* on file with passing score (if required by program)
- Completed [Graduate Research Advisory \(GRAD\) Committee Approval & Assurances Form](#) on file (ALL Students).

In order to graduate, the following must be completed:

- Student is registered for a minimum of one graduate credit hour
- All grades are posted by the term grading deadline (student may not have PR or IN grades on their transcript; a student with a grade of U for any course appearing on their plan of study must have an equal number of credit hours of S for the same course)
- Cumulative graduate GPA is 3.0 or above
- Student has paid all outstanding fines and fees.

For complete information, please visit the College of Graduate Studies website: www.utoledo.edu/graduate

For questions, please contact Elissa Falcone in the College of Graduate Studies, 117 Mulford Library; 419.383.4113 or Elissa.Falcone@utoledo.edu