

Master's Degree Non-Thesis Timeline and Checklist

Forms and Guidelines are at <http://graduate.ouhsc.edu/CurrentStudents/FormsandGuidelines.aspx>

Master's Degree (Non-Thesis)
No later than the end of the first year of graduate study, submit an Outline of Graduate Work to the Graduate College.
Select the members of your comprehensive examination committee consistent with procedures established by the sponsoring department. All committee members must have a Graduate College faculty appointment with appropriate responsibility level.
At the beginning of the semester in which you expect to graduate, file the form Admission to Candidacy for the Master's degree in the Graduate College (consult the class schedule for specific deadlines).
Complete an official Application for Graduation packet to apply for your diploma and transcript before the deadline for each semester (see academic calendar). This packet can be picked up from the departments, Graduate College, or Admissions and Records.
Request authority for the Comprehensive Examination. The Request for Master's Comprehensive Examination form must be signed by all committee members and returned to the Graduate College
After this form has been submitted to the Graduate College, the necessary paperwork will be prepared and sent to the department prior to the scheduled comprehensive examination.
Within 72 hours after the comprehensive exam, submit to the Graduate College the Authority Report form with the results (included in the Graduate College documents provided to the department) signed by all committee members.