

Master's Graduation Checklist for



Apply for graduation with the Registrar's Office in a timely manner - usually before the end of the second week of class. **You must apply in order to graduate!** For a “how to apply for graduation” tutorial, please see <https://registrar.fsu.edu/training/graduation/>. As a courtesy, please notify the college’s Graduate Academic Affairs Office (SAN 242-B or 850.644.7221) once you have applied. General information on graduation is provided at <http://www.registrar.fsu.edu/graduation/>.

Graduate students are to ensure that all required forms and documents have been submitted to this office. Forms and documents may include but are not limited to the following:

Form	Program Type		Notes
	Thesis	Non-Thesis	
Program of Study Form	All	All	Includes summer requirement of 3 hours college graduate course(s)
Prospectus Results Form (with digital copy of Prospectus and any IRB or IACUC approvals)	All	None	Must be on file no later than the graduation app deadline (approx. third week of classes) in the semester you wish to graduate
Comprehensive Examination Results Form	None	Some NIP	Make sure you are enrolled in comp exam (0 hr)
Manuscript Clearance	All	None	Completed through The Graduate School’s online portal; Must be enrolled in thesis defense (0 hr) and at least 2 hours thesis as part of the full course load.
Non-Thesis Degree Clearance Form	None	All	Present form and supplemental documentation to your major professor.

Unless otherwise noted, all forms above are found on the departmental graduate resources website.

For those required to take a comprehensive examination, please enroll in the appropriate 0-hour course the semester you plan to complete the exam; see your program of study form. If you enroll in the course but do not attempt to complete the exam, the course will be retroactively dropped and you will be required to enroll in it again; no incomplete (“I”) grades allowed. If you do attempt the exam, a grade of pass (“P”) or fail (“F”) must be assigned.

All incompletes (“I”) and no grades (“NG”) must be resolved before you will be cleared for graduation. You must have a cumulative GPA of 3.00 or higher to graduate; there is no rounding.

Near the end of the semester, **contact the Office of Student Business Services** for any fees or fines. If you owe the University any money, a HOLD will be placed on your diploma and transcripts until all is settled. **If you have received any federal financial aid, you must complete Exit Counseling** before graduating; please see <https://studentaid.gov/exit-counseling/>.

Complete an annual academic review with your committee around the 12th week of the semester. The major professor/coordinator will provide the required paperwork to the college Graduate Academic Affairs Office.

Complete the **Student Info Form - Masters** (this will be e-mailed directly to graduation applicants only).

Thesis students must also take note of the information on the following page.

THESIS STUDENTS ONLY:

1. As early as possible, contact the Manuscript Clearance Advisor in The Graduate School (WES 314 or 850.644.0045) regarding the Electronic Thesis, Treatise and Dissertations (ETD) Manuscript Preparation and attend a Final Clearance Workshop (offered each semester). We encourage you to visit the Graduate School's website to review the guidelines and requirements for thesis writers. All theses must be submitted electronically.
2. **During the semester in which you plan to defend your thesis, register for the required number of thesis hours and thesis defense** (0-hour course). If you don't defend during that semester, the course will be retroactively dropped and you must enroll in it again. If you defend (attempt), a grade of pass ("P") or fail ("F") must be awarded. University graduation clearance requires successful completion of at least six (6) thesis hours.
3. Verify the defense date, time and location with your committee. **Submit a Defense Announcement Form at least two (2) weeks prior to your defense date.** This form is completed through the online portal. Separately, you are responsible for reserving the room/confirming the zoom meeting. If you need technical assistance, please submit your request directly to the college's Office of Information Technology (OIT) at least two (2) business days in advance.
4. **Manuscript Access Agreement Form** must be completed through the online portal **at least 2 weeks prior to your defense.** This form is not complete until it is approved by your major professor through the online portal.
5. Provide (email) your committee members with a **copy of your thesis manuscript at least 2 weeks prior to your defense.**
6. Before you defend your thesis, electronically upload your document (ProQuest) for initial review by the Manuscript Clearance Advisor. He/She will check your thesis for format and style. We suggest you provide the document to him/her at the same time you provide it to your committee (see #4 above). Directions for submitting the document to the Manuscript Clearance Advisor may be found on The Graduate School's website.
7. After your scheduled defense, the **Manuscript Signature Form** will be available to your committee for vote and signatures through the online portal.
8. Work closely with your Major Professor to provide (email) a word doc of the corrected manuscript directly to a staff member in the college Graduate Academic Affairs Office. **Please allow a minimum of six (6) business days for the Department Chair and Associate Dean to review the manuscript and provide feedback.** Please keep in mind that the faculty may not be available during the submission deadline, so you must schedule accordingly. Once approved by these two persons, the major professor will sign the **Final Content Approval Form** in the online portal. Then the student must submit the manuscript to the Manuscript Clearance Advisor (through ProQuest) for the post-defense review.
9. If you defend, but do not complete the revisions in time to meet the "final manuscript submission deadline" for graduation, you will be automatically removed from the graduation list. Also, you will have sixty (60) calendar days from the defense (date on your defense announcement) to complete the final clearance process with The Graduate School's Manuscript Clearance Advisor or you will be required to defend again.

The Graduate School website referenced is <http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation>.

If you have questions about graduation clearance, contact Tara Hartman in the college Graduate Academic Affairs Office at 850-644-7221 or thartman@fsu.edu.