
CHECKLIST for COMPLETION of MASTER'S DEGREE, NON-THESIS

Planning Your Program of Study

- File for candidacy by completing and submitting the [Program of Study](#) to the Graduate College. This form is due no later than the first Monday in April for fall graduation, the first Monday in October for spring graduation or the first Monday in March for summer graduation.
 - You should consult your academic unit before completing this form, since your program may set an earlier deadline.
 - If you are a graduate assistant receiving a Graduate College [tuition waiver](#), in order to remain eligible for the waiver, you will need to submit this form after completing a certain number of hours at OU.

Preparing to Graduate

- At the beginning of the semester you plan to graduate, [apply for graduation online](#) according to the deadlines indicated on the [Academic Calendar](#). Contact the [Graduation Office](#) for information about attending college convocation ceremonies and May Commencement.
- If there are any changes to the coursework listed on your approved *Program of Study*, contact your academic unit promptly. Changes must be endorsed by your graduate liaison and submitted in writing to the Graduate College. Your graduation could be delayed if the Graduate College is not notified of changes to your program of study.

Preparing for the Non-Thesis Examination*

- Review the [Non-Thesis Instruction Packet](#) and contact your academic unit for information about what procedures you should follow to schedule your non-thesis (comprehensive) examination.
 - You should complete all required or core courses and at least 75 percent of all coursework on your approved program of study before taking the exam. A student cannot appeal an unsatisfactory result of the exam on the basis that he or she had not completed this coursework.
 - Work completed for the non-thesis examination should be the result of your individual effort. All graduate students should be familiar with [A Student's Guide to Academic Integrity at the University of Oklahoma](#).
- The graduate liaison of your academic unit must request and obtain the appropriate authority from the Graduate College before you may begin the non-thesis examination. After the request for authority is approved, the Graduate College will email the *Authority Report Form for the Non-Thesis Exam* to the committee and graduate liaison.
- The completed *Authority Report Form*, including original signatures from all committee members, is due in the Graduate College within one week of the committee's decision.

Congratulations!

**If your degree program is coursework-only and does not require a non-thesis examination, these steps do not apply.*