Masters Graduation Checklist

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 [http://sc.my.fsu.edu/Students/How-To/Apply-to-Graduate](http://sc.my.fsu.edu/Students/How-To/Apply-to-Graduate). As a courtesy, please notify the College of Human Sciences (CHS) Associate Dean for Research and Graduate Studies Office (SAN 242-N or 850.644.7221) once you have applied. General information on graduation is provided at [http://www.registrar.fsu.edu/graduation/](http://www.registrar.fsu.edu/graduation/).

It is your responsibility as a graduate student 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:

<table>
<thead>
<tr>
<th>Form</th>
<th>Program Type</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>Program of Study Form</td>
<td>All</td>
<td>All</td>
</tr>
<tr>
<td>Prospectus Results Form (plus digital copy of Prospectus and any IRB or IACUC approvals)</td>
<td>All</td>
<td>None</td>
</tr>
<tr>
<td>Comprehensive Examination Results Form</td>
<td>None</td>
<td>NFES</td>
</tr>
<tr>
<td>Manuscript Signature Form &amp; Final Term Degree Clearance Form</td>
<td>All</td>
<td>None</td>
</tr>
<tr>
<td>Non-Thesis Degree Clearance Form</td>
<td>None</td>
<td>All</td>
</tr>
</tbody>
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Unless otherwise noted, all forms above are found on the College of Human Sciences website (Departmental home page; students; graduate programs; graduate resources).

**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 Financial Aid Exit Counseling before graduating; please see [https://studentloans.gov/myDirectLoan/index.action](https://studentloans.gov/myDirectLoan/index.action).

Complete an annual academic review with your committee around the 12th week of the semester. The major professor will provide the required paperwork to the Associate Dean’s Office.

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

Thesis students should also take note of the information that follows.
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 Q&A Session (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 submitted online (link on The Graduate School’s website). Separately, you are responsible for reserving the room. If you need technical assistance or hardware in any of the SAN Building conference rooms, please submit your request directly to the college’s Technology Office (IT) at least two (2) business days in advance.

4. Your committee members should have copies of your thesis at least 2 weeks prior to your defense.

5. Before you defend the final version of your thesis, electronically upload your document for initial review by the Manuscript Clearance Advisor. He or 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 may be found on The Graduate School’s website.

6. A Manuscript Signature Form and a Final Term Degree Clearance Form should be brought to your defense and provided to your major professor. Signatures of your Major Professor, Committee Members, Department Chair, Associate Dean, and the Dean are required on the forms. The Dean’s name should appear as Michael D. Delp.

7. Please work with your Major Professor to provide an original signed Manuscript Signature Form, an original signed Final Term Degree Clearance Form, and a PDF of the corrected manuscript to the Office of the Associate Dean for Research and Graduate Studies (SAN 242-N). You will be notified when these forms are signed. Per CHS Policies, the Dean and the Associate Dean should each have a minimum of three (3) business days to read and sign the appropriate paperwork. Please keep in mind that the Dean and/or Associate Dean may not be available during the submission deadline, so you must schedule accordingly.

8. When completed, the Manuscript Clearance Form and Final Term Degree Clearance Form (as well as all other required forms listed in the Guidelines and Requirements Handbook) must be turned in to the Manuscript Clearance Advisor in WES 314. The deadlines and checklist for these forms can be found on The Graduate School’s website.

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 only sixty (60) 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.

If you have questions about graduation clearance, contact Tara Hartman at 850-644-7221 or thartman@fsu.edu.


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