

Master's Degree /Certificate/Specialization Graduation Checklist for Minimum University Degree Requirements

Master's Candidates

1. Review your DuckWeb record to make sure you have met the minimum university requirements.
Your department may have additional requirements (including a higher total credit minimum).
 - I have or will have at least 45 graduate credits on my UO record in the term I will graduate.
 - I have or will have 30 UO graduate credits completed in my major.
 - I have or will have completed 9 UO graduate credits at the 600-level.
 - I have or will have completed 24 graded UO graduate credits (not Pass/Not Pass).
 - I have or will have a cumulative UO graduate GPA of 3.0 or above.
 - I am or will be registered for at least 3 UO graduate credits in the term I graduate.
 - All requirements for the degree will be completed within a 7-year period of time.*
 - I have submitted proof of proficiency, at the second-year level, in a 2nd language within the 7-year limit to my department and the Graduate School.* (Master of Arts degree applicants only, foreign language)
2. Are you completing a formal thesis?
 - I am or will be registered for at least 3 UO credits of 503 Thesis in the term I graduate.
 - I have or will have completed 9 UO credits of 503 Thesis.
3. Are you pursuing concurrent degrees?
 - I have submitted the Declaration of Concurrent Degrees form to the Graduate School (see below).
 - I have or will have submitted the Concurrent Degree Program Plan to the Graduate School.
4. The following must be completed no less than one term prior to the term of graduation.
 - Petition to remove an incomplete that is older than one year.
 - Request to transfer courses into a degree program. This includes all graduate post-baccalaureate, CEP, UO reservation of graduate credit, pre- or post-master's, and/or work from another institution.
 - Request to change classification from conditional to regular master's standing. Check the DuckWeb "View General Student Information" menu to view your classification.

The following must be completed no less than three terms prior to the term of graduation.

 - Submit the Declaration of Concurrent Degrees form to the Graduate School.

Certificate Candidates

- I have submitted the Graduate Certificate declaration form to the Graduate School. (For students pursuing a certificate program while also pursuing a degree program)
- I have or will have at least 24 UO graduate credits.
- I have or will have a cumulative UO graduate GPA of 3.0 or above.
- I am or will be registered for at least 3 UO graduate credits in the term I graduate.
- All requirements for the degree will be completed within a 7-year period of time.*

Specialization Candidates

- I have submitted the Graduate Specialization declaration form with the Graduate School.
- All requirements for the specialization be completed within a 7-year period of time.*

*The 7 year deadline is calculated as seven years minus one term.

See page 2 "Graduation Checklist: Resources and Additional Information" for additional details.

Graduation Checklist: Resources and Additional Information

Application to Graduate

The application to graduate is available through the Graduate School's [application page](#).
The application is due by the 2nd Friday of the graduation term.

Conferred Transcript

Your degree will be posted to your transcript approximately 4-6 weeks after the end of the term.

Calculating the 7 year deadline

The 7 year deadline is calculated as seven years minus one term.
For example: a master's student admitted in Fall 2002 will have a completion deadline of Summer 2009.

Approved transfer credit: the beginning date of the seven-year time period will be adjusted to an earlier date to include any graduate credits, approved for transfer into the program, that were taken before the date of admission.
For example: a master's student admitted for Fall 2002 who has approved transfer credits taken at a previous university in Fall 2000 will have a completion deadline of Summer 2007.

Deadlines

A calendar of Graduate School academic deadlines is available [here](#).

Declaration Forms

Declaration of [Specialization](#), [Certificates](#) and [Concurrent Degree](#) forms are available on the Graduate School [website](#).

Diploma

The diploma will be mailed to the permanent address listed in your application to graduate approximately 10 weeks from the end of the term.

Incompletes

The Graduate School policy requires that graduate students must convert a graduate course grade of Incomplete ("I") into a passing grade within one calendar year of the term the course was taken. After one year, the student must [petition](#) to the Graduate School for the removal of an incomplete. An incomplete, "I", assigned to Thesis (503), Research (601), Dissertation (603) or Terminal Project (609) does not require a petition.

Incompletes that remain on the academic record after a degree has been awarded may not be removed.

Minimum University Requirements

A summary of minimum university requirements for master's degrees is available [here](#).

Transfer Credit:

Master's students may request to transfer a *maximum of 15 graduate credits* into their master's degree program. [A Request for Transfer of Graduate Credit form](#) must be submitted no later than the end of the term prior to completion of the degree. Additional conditions apply and are outlined on the Graduate School website.

Thesis

Student completing a formal thesis, with registration in 503 Thesis, must adhere to the formatted guidelines outlined in the UO [Style and Policy Manual for Theses and Dissertations](#) and submit the thesis and approvals within term deadlines.

Plan to meet with the thesis editor early in the term of graduation during [drop-in hours](#).