

# Master's Degree Completion Checklist

## The College of Graduate Studies



Check	Completion Item
	Completed On-line Application for Graduation via <a href="#">MyUT portal</a> by <a href="#">semester deadline</a>
	Registration for a minimum of one graduate credit hour
	Official undergraduate transcripts showing earned degree on file with our office
	Approved <a href="#">Plan of Study</a> on file with all courses appearing on transcript with grades of "C" or higher
	Written proof of passing Comprehensive and/or Foreign Language Exams, if required by degree
	Completed <a href="#">Graduate Research Advisory (GRAD)</a> Committee Approval & Assurances form on file prior to commencing research, if Field experience, Scholarly Project, Thesis, or Dissertation is required for degree
	If completing a <b>Scholarly Project</b> : Submission of <a href="#">Approval of Project</a> form no later than the last day of classes for the term
	If completing a <b>Thesis</b> :
	Schedule defense as early in semester as possible and prior to OhioLINK submission deadline
	Submit the <a href="#">Defense Acceptance &amp; Intellectual Protection</a> form upon scheduling the defense
	Electronic submission of thesis for Format Review by posted deadline <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a>
	Upload final thesis document PDF to <a href="#">OhioLINK</a> by posted deadline
	Submission of <a href="#">Approval of Thesis</a> form by last day of classes
	All grades posted with no PR, IN, or NR on the transcript
	Cumulative GPA of 3.0 or above
	Completed Graduate First Destination survey (unique link sent at semester end)
	Payment of outstanding fees and/or fines

**Please select from the links below for post-graduation information, services, and resources.  
For other questions or clarification, please contact the College of Graduate Studies.**

For more information select: [transcripts, diplomas and certificates](#), [Alumni Association](#), [UToledo commencement](#), [College of Medicine commencement](#), [degree verifications](#), [loan deferments](#), [career services](#), [RocketConnect mentoring program](#)

Main Campus degree programs  
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Health Science Campus degree programs  
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