Degree Completion Checklist-Summary
For Masters Students
College of Graduate Studies, The University of Toledo

☐ Completed *On-line Application for Graduation (Completed on the MyUT portal)*

☐ Registration for a minimum of one graduate credit hour.

☐ Official transcripts on file.

☐ Approved *Plan of Study* 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 *Graduate Research ADvisory (GRAD) Committee Approval & Assurances Form* on file, if thesis or project is required for degree.

   If completing a **Project**:

   ☐ Submission of *Approval of Project* Form no later than the last day of classes for the term.

   If completing a **Thesis**:

   ☐ Electronic submission of thesis for format review by posted deadline to etdmc@utoledo.edu (strongly encouraged, but not required).

   ☐ Submit the *Acceptance of Thesis for Defense* form

   ☐ Upload final document to OhioLINK by posted deadline.

   ☐ Submission of *Approval of Thesis* Form.

   ☐ Submission of *Intellectual Protection and Patent Sign-Off* Form.

☐ Completed on-line Graduate Student Exit Survey.

☐ All grades posted.

☐ Cumulative GPA of 3.0 or above.

☐ Payment of outstanding fines and fees.

For complete information, please visit the College of Graduate Studies Web-site:
http://www.utoledo.edu/graduate/currentstudents/index.html

For questions, please contact the College of Graduate Studies, University Hall 3240 (GCAcademicSvcs@utoledo.edu or 419.530.4269).