



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).