Flow Chart for Master’s Degree (Full Time)

Note 1. This is a summary—details are in the Guidelines.
Note 2. Individual departments may have additional requirements.

Admission to Master’s Program: Regular/Provisional/Non-degree (see Guidelines for transfer from non-degree status).

First Semester: Register for 9-15 credit hours.
Start coursework and research.

Second Semester: Form Advisory and Examining Committee
Prepare Plan of Study; obtain signatures, submit to Dean’s Office
Maintain good standing in program.
Register for 9-15 credit hours.
Continue coursework and research or problem.

Provisional Status Change: Petition to remove provisional status; must be completed before the end of the semester in which the 18th credit hour is completed.

Subsequent Semesters: Maintain good standing in program.
Register for 9-15 credit hours.
Continue coursework and research.

Summer Sessions: May register for 6-12 credit hours for the total of the two summer sessions.
Maintain good standing.
Continue coursework and/or research.

To Graduate: All requirements must be met within eight (8) years.
GPA equal to or greater than 3.0 for all courses taken as graduate student (including deficiency courses).
GPA equal to or greater than 3.0 for all courses applied toward degree requirements.
Apply for graduation within first six (6) weeks of semester when graduation will occur.
Request for Final Exam form to Dean’s Office at least four (4) weeks before graduation date or Commencement.
Final Exam given only after receiving Shuttle Sheet and at least three (3) weeks before graduation date and Commencement.
Final Exam results (Shuttle Sheet) sent to Dean’s Office at least two (2) weeks before graduation or Commencement.
ETD Submission to Wise Library; Final Clearance from Library to Dean’s Office at least two (2) weeks before graduation date.
Final Approval for Graduation form filled out and sent to Dean’s Office at least three (3) days before graduation date or Commencement.