

## Master's degree graduation checklist

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COLUMBUS, OH 43210-1366  
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GSGFR@OSU.EDU

Listed below are Graduate School procedures and requirements for earning a master's degree from The Ohio State University. For more information, see the [Graduate School Handbook](#).

In order to graduate, each master's student must

- \_\_\_\_\_ Register and enroll for at least three graduate credit hours during the semester in which graduation is expected.
- \_\_\_\_\_ Submit an application to graduate form to the Graduate School no later than the third Friday of the semester in which graduation is expected.
- \_\_\_\_\_ Complete the required minimum number of credit hours for your program. At least 80 percent of those credit hours must be completed at this university.
- \_\_\_\_\_ Earn a graduate cumulative point hour ratio of at least 3.0.
- \_\_\_\_\_ Satisfactorily complete the master's examination and submit the Master's examination report form to the Graduate School by the published deadline for the semester of graduation. The master's examination is taken the semester in which graduation is expected. Taking the examination earlier requires prior permission of the Graduate School.
- \_\_\_\_\_ Students completing a thesis must submit the final thesis electronically to OhioLINK. Once the student receives an email from the Graduate School accepting the thesis, the thesis approval form must be submitted to the Graduate School by the published deadline.
- \_\_\_\_\_ Final grades for all previous and current courses need to be posted on the student's university record by the grade submission deadline for graduation.

Please notify the Graduate School as soon as possible at 292-6031 or [gradsch-gradsrv@osu.edu](mailto:gradsch-gradsrv@osu.edu) if you find you are unable to complete the requirements within the deadlines.

Students are responsible for making their own copies of graduation forms before submission to the Graduate School.