

Master's Candidacy Checkout Procedures Non-Thesis Option

1. Applying to Graduate:

- a) Complete the Application for Degree through Banner Self Service, by the due date listed on Graduate Education's Calendar of Deadlines.
- b) The Program Advisor will conduct an initial Degree Audit at the beginning of the semester via DegreeWorks. Program Advisors will need to work with the Registrar's Office to have any corrections made to your Academic Record before your degree can be conferred.
 - i. Review your degree audit . Verify your degree program and required courses and credit hours, as outlined by the DegreeWorks audit or Academic Catalog. Your Program Advisor can make any changes/ corrections necessary by reaching out to the Registrar's Office. Changes include any course substitutions or waivers, and credit hours or course level updates, etc...*
- c) The Master's Candidacy Specialist will conduct a final degree review once grades are posted to ensure all requirements are complete before conferring your degree.
 - i. All final grades and all required credit hours must be posted to your graduate level transcript, and you must have a 3.00 GPA for degree conferral.*
 - ii. If applicable, the oral exam process, including Master Oral Exam Request and return of the Oral Exam Results form, must also be complete.*

2. Preparing for Oral Exams:

- a) Complete the Master's Oral Exam Request form found on Graduate Education's Website:
 - i. List your committee members for your final oral examination .
 - ii. Sign the form.
 - iii. Obtain the needed names and signatures of your program advisor, chairperson, committee members, and Associate Dean or Director College/ School/Center.

3. Completing the Oral Exam and the Remaining Requirements:

- a) The Master's Candidacy Advisor sends the oral exam results form directly to the listed committee chairperson per the Master Oral Exam Request.
- b) Your oral exam is completed no later than the deadline listed in the Calendar of Deadlines and the committee chairperson returns the results form directly to the candidacy advisor via email or scanning into App Xtender.
- c) All remaining requirements outstanding per your Degree Audit must be completed in order for your degree to be conferred by the conferral date for the semester.
 - i. If you have outstanding items at the end of the semester, the Master's Candidacy Advisor will email you to communicate next steps to correct them.*
- d) **If you wish to delay your degree conferral to a later date, please email the request to the Registrar's Office at graduation@slu.edu, and copy the Master's Candidacy Advisor.**