

## Checklist for Master's Degree

	When	To Do
	First Semester	If appropriate, transfer up to 9 credit hours from graduate courses taken previously to your UF master's program.
	Second Semester	Form supervisory committee (if pursuing thesis option) before the end of the semester.
	Semester before graduation	Check with the Graduate Academic Adviser to verify all graduation requirements will be satisfied. If thesis, discuss your plan of graduation with your supervisory committee chair.
		If you have grades less than C (i.e., C-, D, I, E, N grades), discuss options for meeting graduation requirements with the Graduate Academic Adviser.
	Semester of graduation	<b>Submit degree application online via Student Admin at: <a href="https://student.ufl.edu/">https://student.ufl.edu/</a></b>
		Complete departmental exit interview process (watch for applicable email message).
		Be registered for at least the minimum number of credits required for completion of non-thesis degree or completion of non-thesis option degree.
		<p><b>FOR THESIS DEFENSE:</b></p> <ul style="list-style-type: none"> <li>■ Schedule thesis defense with supervisory committee.</li> <li>■ Inform Graduate Academic Adviser of scheduled plans and reserve a room for the defense.</li> <li>■ At least a week before the defense, provide each member of the supervisory committee an advance copy of your thesis.</li> <li>■ Ask your supervisory chair to pick up your file at Student Services on the day of your defense.</li> <li>■ After defending, verify with your supervisory chair that all final exam forms have been correctly signed. Make sure that folder is returned to the Graduate Advisor.</li> <li>■ Submit all documentation to the Graduate School Editorial Office on-line by published deadlines</li> </ul>