

Non-Thesis Master Degrees- Final Degree Requirements Procedures

1. Applying to Graduate:

- a) Register for **zero** credit hours of **Special Study for Exam (595)** in the Semester in which you intend to complete your final comprehensive oral examination- This is only required for programs that require comprehensive exams, please check with your advisor regarding this final requirement.
- b) Complete the Application for Degree through Banner Self Service, by the due date that is listed on Graduate Education's Calendar of Deadlines. **Please note, The Application must be signed to be processed.**
- c) The Degree Audit form is then sent to you via your **SLU email** from the Master's Candidacy Advisor. Your Degree Audit form is used as a tool to communicate to you and your departmental advisor the remaining requirements for your degree completion.

2. Preparing for Oral Exams:

- a) Complete the Degree Audit form by:
 - i. Verifying, your degree program listed and required courses, *as outlined by the Graduate Education Catalog*, and make any corrections necessary. Include any course substitution or waives in the appropriate section.
 - ii. List your committee members for your final oral examination (if requested).
 - iii. Sign the form.
 - iv. Obtain the signatures of your departmental advisor the oral report form
- b) Your oral exam is completed no later than the date that the committee chairperson delivers the report.
- c) The Associate Vice President of Graduate Education will be notified.
- d) All remaining requirements that had been identified on the Degree Audit form must be completed in order for your degree to be conferred.
- e) Complete the Online Master's Exit Questionnaire and return it to your advisor via email.