



## Checklist of Degree Requirements for Graduation Clearance

This checklist can be used to confirm that you have taken the necessary steps to apply for graduation and are on track to finish as planned and to verify that your program is in compliance with the general university requirements for the master's degree. Please understand that in addition to the requirements noted below, you must also fulfill the specific departmental requirements for your degree program as outlined in the applicable *University Catalog*.

### Applying for Graduation:

I have submitted the required forms to the Office of Graduate Studies to apply for graduation.

- 1. Application for Graduation
- 2. Graduation Clearance Form

### Master's Program Coursework:

- 1. My program includes only 400-, 500- or 600-level coursework (or an equivalent level if transferred) that has not been counted toward any previous degree.
- 2. All of my coursework was completed after I was awarded the bachelor's degree, except for courses petitioned and approved for graduate credit during my final senior semester at CSU, Chico.
- 3. My program includes the required number of semester units for the degree that I am seeking. (See <https://catalog.csuchico.edu/graduate-requirements/graduate-education-policies/#text> and the *University Catalog* copy for your program and check with your graduate coordinator.)
- 4. At least 60% of the total units are stand-alone 600-level courses (not cross-listed with 400- or 500-level courses).
- 5. At least 18 units are from my major discipline.
- 6. My program includes a total of no more than 10 units of Comprehensive Examination 696, Independent Study 697, and Master's Thesis or Project 699 combined.
- 7. If completing a thesis or project – My program includes at least 1 unit, but no more than 6 units, of Master's Thesis or Project 699.
- 8. None of the courses are specifically prohibited from inclusion in a master's degree program by their course descriptions in the *University Catalog*.
- 9. My program does not include any repeated courses other than ones that may be taken more than once for credit, or as permitted under the Graduate Repeat Policy, and I have not exceeded the maximum credit allowed in any repeatable courses.

**Transfer Credit, Open University, and Special Session Coursework Included in the Program:**

- 1. The transfer courses were completed at a regionally accredited school and are within the program time limit.
- 2. The transfer courses are graduate level and would be acceptable towards an advanced degree at the school where they were taken.
- 3. My program includes no more than a combined total of 30% of the units in Special Session credit earned in non-matriculated status, coursework taken through Open University, and all transfer coursework.

**Note:** Transfer credit in quarter units is converted to semester equivalents by multiplying by 2/3 (e.g., 3 quarter units = 2 semester units, 4 quarter units = 2.67 semester units).

**Grading and Grade Point Average (GPA):**

- 1. All courses in my major discipline have been completed for a letter grade except Comprehensive Examination 696, Independent Study 697, Master's Thesis or Project 699, and courses offered CR/NC only.
- 2. My program includes no more than 10 units of CR-graded coursework unless allowed by my departmental program requirements.
- 3. I have a GPA of 3.0 or higher in my master's degree program coursework.
- 4. From the semester of my formal admission to the master's degree program, I have maintained a GPA of 3.0 or higher in the following:
  - all coursework was taken at any regionally accredited school;
  - all coursework was taken at CSU, Chico.

**Additional Degree Requirements:**

- 1. I have completed the graduate writing proficiency requirement for my program.
- 2. My graduate coordinator has advanced me to candidacy status.
- 3. All of my program coursework is within the master's degree program time limit specified by my departmental requirements in the *University Catalog*, or I have been approved for an extension of the time limit by the Office of Graduate Studies.
- 4. I have maintained continuous enrollment, through either regular or adjunct enrollment, for each semester during my graduate program.

**During the Semester of Graduation:**

- 1. All required coursework has been completed, and the final grades are posted on my record.
- 2. Official transcripts are on file from all other schools that I've attended since my admission to the master's degree program at CSU, Chico.
- 3. I've completed my culminating activity.
- 4. If completing a thesis or project, complete the following:
  - Thesis/project is formatted consistent with university specifications,
  - Successfully defended thesis/project and graduate thesis/project committee approved thesis/project, and the Final Progress Sheet has been signed by the committee members and submitted,
  - Master's Candidate and Committee Chair Final Verification form has been completed, signed, and submitted (master's candidate and chair of the committee both signs web form through Adobe Sign)
  - Final thesis/project, along with copyright permissions (if applicable), has been submitted to the Office of Graduate Studies by the semester graduation deadline.