

Master's Candidacy Checklist: Non-Thesis/Non-Project Option

Applying to Graduate

- Apply for graduation through Banner Self-Service. (**Banner > General Links > My Student Profile**). Applications must be complete by the deadline listed on the calendar of Graduate Education.
- Review your degree progress in DegreeWorks. Check to see if there are any errors or missing components. Work with your advisor to make any changes or corrections (Your advisor will need to work with the Registrar if any changes are needed).
- The Master's Candidacy Specialist will work with your advisor to conduct a final review of your DegreeWorks audit once final grades are posted; and all special projects of capstones are completed.

Preparing for Exams (If Applicable)

- Complete the Master's Oral or Written Exam Request forms on Graduate Education's website (**Academics > Graduate Education > Information for Current Students > Forms and Petitions**). This form should be sent no later than two-weeks before your exam.
- Obtain all necessary names and signatures. Send directly to the Master's Candidacy Specialist once completed. An examination ballot will be generated and sent directly to your examination chairperson In time for your exam.

Finalizing Exam and Remaining Requirements

- Exam ballot results must be sent to the Master's Candidacy Specialist by the exam chairperson. **No ballots will be accepted if sent by the student.**
- All exams must be completed no later than the deadline listed on the Graduate Education Academic Deadlines calendar.
- If you are unable to complete the degree requirements before the deadlines for degree conferral please work with your advisor, the Registrar (**graduation@slu.edu**), and copy the Master's Candidacy Specialist (**masterscandidacyspecialist@slu.edu**).