

Graduation Checklist for

Master's Non-thesis or Thesis Substitute Students

*This list is for student use only and is not to be submitted to any UT Arlington office or department.
Good luck in your final semester!*

- ✓ Meet with your graduate advisor to ensure that you will have met all departmental and university requirements for graduation this semester
- ✓ Submit an Application for Graduation via MyMav by the posted deadline for the semester in which you are planning to graduate and pay the appropriate fees
- ✓ If you are completing a project or taking an test as your final exam requirement check with your department about your Final Master's Exam Report. If your department does not send it directly, deliver a copy to the Office of Admissions, Records, and Registration in Davis Hall. You must receive an unconditional pass before the end of the semester.
- ✓ Complete all course and exam requirements.
- ✓ Earn a 3.0 or better as your overall graduate GPA and GPA in your major.

Students who complete degree requirements are sent an email from the Office of Admissions, Records, and Registration to their MyMav email account noting completion of the degree, and are later sent their diploma. Students who do not complete requirements receive a letter from the Office of Records and Registration notifying them to reapply for graduation.