





Steps to Fulfill Master's Degree Requirements

1	Meet with graduate advisor to plan course of study for the first semester.		When: Before first semester registration. Approved by: Graduate Coordinator
2	Establish advisory committee.* Submit a degree plan to the Graduate coordinator.**		When: No later than the end of the second semester of enrollment. Approved by: Advisory Committee and Department chair.
3	If thesis is required, submit proposal to chair of supervisory committee.		When: After the second semester of enrollment. Approved by: Chair of the supervisory committee.
4	Submits and defends thesis proposal.		When: Usually in the third semester of enrollment. Approved by: Chair of the supervisory committee.
5	For students completing internships, meet with Chair of advisory committee for assistance with internship placement.		When: After the first semester of enrollment.
6	Check to be sure degree program and advisory committee are up to date, and all graduate school requirements are in place.		When: Well before submitting request for final examination.
7	For non-thesis students, schedule comprehensive exams.		When: During the last semester if course work (excluding internships). Approved by: Chair of the advisory committee and Graduate coordinator.
8	Submit Degree Application Form to the Registrar's Office.		When: Before the published deadline. See the UF Graduate Catalog calendar of critical dates.
9	Submit request to schedule final examination and thesis defense.		When: After completion of thesis draft. Approved by: Advisory Committee and Department chair.
10	Submit approved thesis to the thesis editorial office.		When: See http://gradschool.rgp.ufl.edu/etd/editorial.html for critical dates.
11	Graduation; arrange for cap and gown.		For more information contact the Graduate School.

*Forms for establishing an advisory committee, transferring credit, admission to candidacy (doctoral students), degree application and other purposes may be found at <http://gradschool.rgp.ufl.edu/education/currentstudents.html>

**Only graduate level work can be applied to the extent of 9 semester credits, earned with a grade of A, B+, or B, may be transferred from an institution approved by the Graduate School or 15 credits from postbaccalaureate work at the University of Florida. Acceptance of transfer credit requires approval of the student's supervisory committee and the Dean of the Graduate School.