Master's Candidacy Checkout Procedures
Non-Thesis Option

1. **Applying to Graduate:**

   a) Complete the Application for Degree through Banner Self Service, by the due date that is listed on Graduate Education's Calendar of Deadlines.

   b) 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, chairperson, and Associate Dean or Director College/School/Center.

   b) Return the completed Degree Audit form to the Master's Candidacy Advisor by the due date listed on Graduate Education's Calendar of Deadlines.

3. **Completing the Oral Exam and the Remaining Requirements:**

   a) The Candidacy Advisor sends the oral results form to the committee chairperson for your oral exam.

   b) Your oral exam is completed no later than the deadline listed in the Calendar of Deadlines and the committee chairperson delivers the results form to the candidacy advisor.

   c) The Office of Graduate Education formally notifies you of the results of the examination.

   d) All remaining requirements that had been listed on your Degree Audit Form and original email must be completed in order for your degree to be conferred by the conferral date for that semester.

   e) Complete the Online Master's Exit Questionnaire which will be sent to you at the end of the semester by email.