

Things that can Delay Graduation

Student didn't apply to graduate. All students must apply to graduate by filing the Application for Award of Master's Degree form with Admissions and Records (NOT Graduate Studies) by these dates:

- February 15 for May award of degree
- April 1 for August award of degree
- September 15 for December award of degree

NOTE: Students who missed the deadline should contact their graduation evaluator in A&R directly to see if they will accept a late application.

Student applied to graduate, but did not complete. The student must either 1) file a new Application for Award of Master's degree, or 2) file a Graduation Changes form with A&R. Applications are NOT automatically rolled over!

Student has not been officially advanced to candidacy. This is an absolute requirement for all master's candidates (even if done at the eleventh hour). The student is officially advanced in the records system by Graduate Studies. Sometimes the form is completed and ends up on someone's desk (or file) but doesn't come to Graduate Studies.

Missing grades. ALL classes on the postbaccalaureate transcript must have grades, even if the classes are not part of degree requirements. Many graduate students may not be in the habit of checking their online transcripts, and they should be encouraged to do so. EXCEPTION: Thesis units should be assigned a grade of RP. The graduation evaluator will enter the grade listed on the GSO2 before posting the degree. After the degree has been awarded, the transcript is "sealed," meaning no changes will be made (except in the case of University error).

Incomplete grades. We do not award degrees with Incompletes on the transcript. Any Incompletes will be converted to IC (Incomplete Charged), the equivalent of a grade of F or No Credit.

"Transferred" classes don't meet University criteria. With departmental approval, up to one-third of the units required for the degree may be in transfer work from another institution. In addition, those units must meet University transfer criteria (as determined by Admissions and Records). IF IN DOUBT, please contact Graduate Studies. I will work with A&R to verify that the units are actually transferable. Units earned through Extension are more likely to be problematic. Additional caveats:

- The credit granting institution must be *regionally accredited*.
- Watch for quarter units! The conversion formula is $Q \times .667 = S$.
For example, 4 quarter units = 2.67 semester units (not 3). Yes, being short a third of a unit can matter!
- *Official* transcripts must be on file in Admissions and Records.