

MS Non-Thesis Student Checklist

1. Program of Study

- a. Submitted by the end of their first semester
- b. Student sends draft to Graduate Coordinator Assistant for approval
- c. Once approved, student submits on GradStatus

2. Recommended Change in Program of Study

- a. If a Program of Study needs to be amended but has already been approved on GradStatus, student fills out the form and submits to the Graduate Coordinator Assistant for approval.
- b. Recommended Change in POS Form: https://grad.uga.edu/wp-content/uploads/2022/07/body_recochgprog.pdf

3. Exit Exam

- a. Contact the Graduate Coordinator 6 months prior to expected graduation to determine cumulative exit exam content and procedure (see section IIIB of Graduate Handbook for details)
- b. Exit exam should be taken several weeks prior to end of final semester of program

4. Application for Graduation

- a. Submit via Athena.uga.edu after program of study has been approved
- b. Please see Graduate School website for application deadline:
<https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

5. Other Graduation Requirements

- a. Student must pass exit exam with a 75% average on 4 topic tests with no topic test below 70%
- b. All requirements for degree must be completed and reported to Graduate School at least 2 weeks before graduation