

## Master's Candidacy Checkout Procedures: Non-Thesis Option

### APPLYING TO GRADUATE

- Apply for graduation through Banner Self-Service. (**Banner > General Links > My Student Profile**). Applications must be complete by the deadline listed on the calendar of Graduate Education.
- Your Program/Academic Advisor will conduct a Degree Audit (via DegreeWorks). Advisors should work with the Registrar to make any changes or corrections (this includes course changes, waivers, etc.).
- The Master's Candidacy Specialist will work with your advisor to conduct a final review of your DegreeWorks audit once final grades, and any final theses and exams are posted before conferring your degree.

### PREPARING FOR EXAMS

- Complete the Master's Oral or Written Exam Request forms on Graduate Education's website (**Academics > Graduate Education > Information for Current Students > Forms and Petitions**). This form should be sent no later than two-weeks before your exam.
- Obtain all necessary names and signatures. Send directly to the Master's Candidacy Specialist once completed. An examination ballot will be generated and sent directly to your examination chairperson in time for your exam.

### FINALIZING EXAM AND REMAINING REQUIREMENTS

- Exam Ballot results must be sent to the Master's Candidacy Specialist by the exam chairperson. **No ballots will be accepted if sent by the student.**
  - All exams must be completed no later than the deadline listed on the Graduate Education Calendar.
  - Any and all outstanding degree audit requirements must be completed before degree conferral. The Master's Candidacy Specialist will communicate with your chairperson about corrections and next steps.
- If you wish to delay your degree conferral to a later date, please work with your advisor, contact the Registrar's Office at [graduation@slu.edu](mailto:graduation@slu.edu), and copy the Master's Candidacy Specialist: [masterscandidacyspecialist@slu.edu](mailto:masterscandidacyspecialist@slu.edu).