

**MASTER’S DEGREE CHECKLIST FOR GRADUATION**  
*For all Master’s degrees (except MBA, MLS, MSW, Ed.M. and LL.M.)*

**This checklist is designed to assist you as you prepare to graduate from UB.** It is your responsibility to ensure that all requirements are met and that all necessary paperwork has been completed and filed in a timely manner. Contact the Graduate School at (716) 645-2939 or [gradschl@buffalo.edu](mailto:gradschl@buffalo.edu) if you have any questions.

**FIRST, SUBMIT AN [APPLICATION TO CANDIDACY \(ATC\)](#) TO THE GRADUATE SCHOOL**

The ATC is due in the Graduate School by these deadlines:

<b>MARCH 1<sup>ST</sup></b> for JUNE CONFERRAL
<b>JULY 1<sup>ST</sup></b> for SEPTEMBER CONFERRAL
<b>OCTOBER 1<sup>ST</sup></b> for FEBRUARY CONFERRAL

*Your **ATC must be approved** by the Graduate School for you to be a Candidate for degree conferral and to be eligible for graduation. When your ATC is approved, you will receive a letter from the Graduate School. If you believe your ATC was approved but you did not receive a letter, please contact the Graduate School ASAP.*

- ❖ **REPORT ANY CHANGES TO YOUR ATC to the Graduate School**  
After your Candidacy has been submitted, if you change your advisor, committee members, expected degree conferral date or future registration, you must submit a [Petition to Change Expected Conferral Date/Amend ATC](#) (with appropriate signatures) to the Graduate School to obtain approval for such changes.
- ❖ **Maintain CONTINUOUS REGISTRATION: You must be registered** continuously in each successive Fall and Spring semester until you complete all program requirements.
- ❖ **You MUST BE REGISTERED (for at least 1 credit hour) during the semester immediately preceding your degree conferral date.**    Fall semester registration is required for February conferral.  
                                 Spring semester registration is required for June conferral OR September conferral.
- ❖ **Complete the MINIMUM NUMBER OF CREDITS:** Review your UB transcript. Be sure you have completed the minimum required number of credits and all departmental requirements for your degree program.
- ❖ **MINIMUM GPA:** You must obtain a minimum 3.0 overall GPA in the courses/credits being applied toward your degree; your program may require a higher GPA.
- ❖ **NO INCOMPLETES (I/U) OR MISSING GRADES:** Be sure there are no Incompletes (I/U’s) on your record or MISSING GRADES for courses that are being applied to your degree program.

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**FINAL DEGREE CONFERRAL FORMS & PROCEDURES:**

- If you completed an **Exam, Project, Portfolio, AuD or DNP project:** submit this [M-FORM](#) to verify that you’ve fulfilled all departmental requirements for your degree and that you’ve completed your final “capstone” requirement.
- If you completed a **Master’s THESIS:** Submit this [M-FORM](#) and [your Thesis](#) to the Graduate School via the [Electronic Thesis & Dissertation \(ETD\) Submission Site](#).

**Final degree Forms & Requirements must be submitted to the Graduate School by these DEADLINES:**

<b>MAY 22, 2015</b> for June 15, 2015 degree conferral
<b>AUGUST 14, 2015</b> for September 1, 2015 degree conferral
<b>JANUARY 15, 2016</b> for February 1, 2016 degree conferral