

# Graduate Degree/Non-Degree Checklist



- **STEP 1 – APPLY FOR COMPLETION OF YOUR DEGREE/NON-DEGREE**

In order to complete your degree/non-degree program, you should submit the completion form at the beginning of the term that you plan to complete your program. The completion form can be found on the Graduate School's website.

- **STEP 2 – PAY YOUR DEGREE GRADUATION FEE BEFORE THE DEADLINE**

Students who are completing a degree (masters, education specialist or doctoral) are required to pay a \$20 graduation fee before the completion deadline. If a student misses the deadline, they will be required to pay a \$30 fee. **Non-degree students are not required to pay a graduation fee.** Deadlines are as follows: October 15 for Fall Graduation; March 15 for Spring and Summer Graduation.

- **STEP 3 – SUBMIT COURSE SUBSTITUTION FORMS**

If you plan to transfer or substitute coursework, you will need to submit a course substitution form. Once the form has been filled out, please submit it to your advisor for approval.

- **STEP 4 – INCOMPLETE GRADES**

In order to complete your degree/non-degree program, a student may not have any incomplete grades (typically shown as an "I" on a check sheet or transcript).

- **STEP 5 – GPA REQUIREMENT**

A student must have an overall cumulative gpa of at least a 3.0 in order to complete a degree/non-degree program.

- **STEP 6 – COMPREHENSIVE EXIT ASSESSMENT**

The student must pass a final comprehensive exit assessment. For further information, contact the appropriate program coordinator or department chair.

## Contact:

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