

# REMINDERS

(Sequence of Procedures Toward the Master's Degree)

1. **PROGRAM CARDS**      Must be on file no later than the end of your first semester. You are responsible for picking up the cards from the Graduate Office and returning all copies of the card to the Graduate Office after your advisor has filled out and signed them.  
  
**NOTE: Students must maintain a 3.00 GPA throughout their program (in the major as well as cumulatively).**
2. **GRE**      Must be taken before admission or before the end of the first semester of enrollment. Students not meeting the required GRE scores must retake the GRE (until required scores are met) or take the makeup course(s). Students will not be allowed to continue taking courses until they satisfy the GRE requirement.
3. **CANDIDACY**      May be applied for as soon as you: (1) complete 12 hours at VSU with at least a B (3.00) average, (2) have satisfactory GRE scores, (3) meet any foreign language or other departmental requirement needed in your major. Admission to Graduate School does not imply admission to candidacy for a degree.
4. **TRANSFER COURSES**      Transfer credit is counted after advancement to candidacy is attained. Transfer courses can not be over six years old at the time of completion. Transfer courses are not eligible for an extension of time.
5. **PREMATURE ENROLLMENT**      DO NOT ENROLL in either research and thesis or master's project or the comprehensive examination until you have been advanced to candidacy (see #3 above).
6. **REGISTRATION IN THESIS COURSE PROJECT COURSE OR COMPREHENSIVE**      The culminating experience for all students is to either write a thesis, write a project, or take an oral/written comprehensive examination. No graduate program consists solely of course work.  
**You must register in the thesis course every semester** until you complete and defend it. **The thesis topic must be registered six**

months before you expect to graduate. (Thesis Topic card are available in the Graduate Office.)

**You must register in the master's project every semester** until you complete and defend it. **You must also apply to defend your master's project.** (The Application for Defense of the Master's Project is available in the Graduate Office.)

**You must register in the comprehensive examination course** in your final semester. **You must also apply to take the oral/written comprehensive examination.** (The Application for the Comprehensive Examination is available in the Graduate Office.)

A Guide for Master's Theses, Projects, and Advancement to Candidacy is available in the Graduate Office.

**7. CERTIFICATION  
OF HOURS/  
COMPLETION**

Only the Graduate Dean is authorized to certify to an employer the number of hours completed (which can be done only after candidacy is approved) or to certify the completion of degree requirements.

**8. COMPLETION/  
GRADUATION**

A prospective graduate student must make application with the **Graduate Office** to become a candidate for graduation no later than the date set forth in the University Calendar for filing applications for graduation. **The deadline to file the Application for Graduation in May 2009 is February 27, 2009.**

A candidate who fails to file an application for graduation or meet Requirements by the designated date for each, automatically **VOIDS** his or her candidacy for that particular graduation.