

Degree Completion Checklist
 College of Public Health
 Master's Students*

	Students who wish to be admitted into a department or specialty track must submit a Change of Major form after completion of a minimum of 9 credit hours of core courses.
	Meet with advisor each semester for advisement in regards to enrollment and degree progress.
	No later than the end of the first year of study , submit an Outline of Coursework to the Office of Student Services.
	At the beginning of the semester in which you expect to graduate, file an Admission to Candidacy form with the Office of Student Services. This requires the student to select committee members and set a date for the comprehensive/oral examination.
	The semester in which you expect to graduate, you must be enrolled in a minimum of 2 credit hours.
	Within 72 hours after the exam, submit the Comprehensive Exam Results form to the Office of Student Services.
	Submit the Application for Diploma, Exit Survey and Post Graduate Plans Survey to the Office of Student Services
	Coordinate with your department and the Office of Student Services to make sure all documentation requirements such as field work and medical terminology etc. has been received and approved.
	Make sure that you have no outstanding financial obligations with the University or any negative service indicators.

*students pursuing the Master of Science or Doctor of Philosophy degree should consult the Graduate College Bulletin for their checklist.