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 grad@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:  MARCH 1 for JUNE CONFERRAL  
JULY 1 for SEPTEMBER CONFERRAL  
OCTOBER 1 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.

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:  
JANUARY 15, 2016 for February 1, 2016 degree conferral  
May 20, 2016 for June 1, 2016 degree conferral  
August 12, 2016 for September 1, 2016 degree conferral