

Master's Degree Graduation Checklist

APPLYING FOR GRADUATION CHECKLIST

Students:

- Finish courses according to your timeline (e.g. 1 year, 1.5 years, 2 years).
- Review your progress with your academic advisor.
- Apply online to graduate:
 - Log in to myTC
 - Click on the *Student Resources Tab*. Under *Enrollment Services* click *Apply to Graduate*.
 - Select the latest term (eg. Spring 2020) and click submit.
 - Select the degree you are applying for.
 - Select the term you are planning to apply for and click submit.
 - Indicate whether you will be attending convocation.
 - Enter your preferred name for your degree and mailing address.
 - Review the information and click "Submit Request"
- Complete your IP by the deadline.

Contact the Office of the Registrar if you have any questions or encounter any issues while applying to graduate.

Advisors:

- Review progress with students prior to their completing the online degree application.
- Confirm completion of the IP by the deadline.

Important Dates:

For Degree to be Awarded in:	Approval of Project by Advisor	Degree Audit Submitted to Advisor	First Draft of Project Paper Due	Final Draft of Project Paper Due to Advisor	Master's Project/IP Approval Deadline
May 2021	December 1 st	February 1 st	March 1 st	April 1 st	April 30 th
February 2021	May 1 st	November 1 st	October 15 th	December 1 st	January 2 nd
October 2021	May 1 st	August 1 st	June 15 th	August 1 st	September 1 st



Photo courtesy of Mary Mendenhall