

# Graduation Timeline & Instructions for Non-Thesis M.S. and Master's Students

In addition to completing course requirements, and any other requirements established by their degree program, **Non-Thesis M.S. and Master's students** must complete the following process:

- 1) Prior to **February 10<sup>th</sup>** (for May graduation), **June 10<sup>th</sup>** (for August graduation) or **October 10<sup>th</sup>** (for December graduation): Complete the degree application on [MyRecords](#).
- 2) Recommended: Two-to-three **months** in advance of the approximate date of the Comprehensive Exam, the student should consult with his/her Advisor and Advisory Committee and establish the tentative (unofficial) date and time for the exam. Note that the Comprehensive Exam must be completed no sooner than 10 months, and at least 2 weeks, prior to commencement/graduation. (Thus, if you intend to graduate on May 1, 2018, you will need to take the exam between July 1, 2017, and April 15, 2018.)
- 3) **At least 2 weeks before the Comprehensive Exam**: The student must (via [Seguidor™](#)) establish the Examining Committee (typically, the student's Advisory Committee) and officially schedule the Comprehensive Exam at least 2 weeks prior to the date of the exam. The Examining Committee must agree to the date & time before this information is entered into Seguidor. The exam location must also be established at this time. **Advance planning is necessary, because Seguidor will not allow exam scheduling within 2 weeks of the desired exam date.**
- 4) **At least 2 weeks before commencement: Comprehensive Exam**. The Examining Committee must report the results of the Comprehensive Exam to the Graduate Studies Office (via [Seguidor](#)) no more than 7 days after the exam.
- 5) Complete the [Report on Master's Degree](#) (PDF form, fillable in Adobe Reader or Adobe Acrobat), print the form and obtain the appropriate signatures. The form is provided as the final page of this document.

If there is an oral component of the Comprehensive Exam, and if that exam is administered within a few weeks of commencement, it is advisable to have the members of your committee sign the form upon completion of the exam (before leaving the room).
- 6) Complete the online [Convocation & Accomplishments Survey](#). You will find it useful to have your CV/resume handy when completing this survey.

The information collected via this survey provides Graduate Studies with data that are needed for program evaluation, accreditation and other reports. It will also facilitate the celebration of your accomplishments at the Graduate Studies Convocation Ceremony, as well as allowing us to contact you in the future.
- 7) Complete the online [Graduate Program Effectiveness & Student Satisfaction Survey](#).

The information collected via this survey will help Graduate Studies improve the education experience for future students. Please be thoughtful and truthful in completing this survey, and be reassured that the results are completely anonymous.

Please use the checklist below to ensure that you have completed all of the steps required to graduate.

- 1) Ensure that your comprehensive examination committee has electronically reported the results in [Seguidor](#), within 7 days after completion of the examination
- 2) Report on Master's Degree Form
- 3) Convocation & Accomplishments Survey Certificate of Completion
- 4) Graduate Program Effectiveness & Student Satisfaction Survey Certificate of Completion
- 5) Media Authorization Form

\* Once you have completed all of the above steps, combine the documents outlined in steps 2-5 in to **one single PDF** and email the **single PDF** to the Graduate Studies Office ([unmcgraduatestudies@unmc.edu](mailto:unmcgraduatestudies@unmc.edu)) for **one single submission**. The Office of Graduate Studies will not accept the requirements document by document.

**UNIVERSITY OF NEBRASKA  
REPORT ON MASTER'S DEGREE  
(Non-Thesis Option)**

Date \_\_\_\_\_

TO THE REGISTRAR:

\_\_\_\_\_ has been reported as follows concerning the requirements for the Master of Science or Master's degree.

All requirements established by the \_\_\_\_\_ Graduate

Program have been satisfied, as attested by: \_\_\_\_\_  
Graduate Program Director (signature)

and each member of the student's Advisory Committee (signatures):

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Co-Chair (if applicable)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Under the supervision of \_\_\_\_\_

-----FOR USE BY THE OFFICE OF GRADUATE STUDIES ONLY-----

The candidate is therefore to be reported to the Faculty of the Graduate College as having fulfilled all requirements for the above mentioned degree.

\_\_\_\_\_  
Dean for Graduate Studies

# MEDIA AUTHORIZATION FORM

In accordance with the Family Educational Rights and Privacy Act (FERPA), the undersigned student hereby grants to the Board of Regents of the University of Nebraska, its campuses, its representatives, employees, agents and assigns, the irrevocable and unrestricted right to use, reproduce and publish photo/video of me, including my image and likeness as depicted therein, which are identified below, for editorial, trade, advertising or any other purpose and in any manner and medium, and to alter the same without restriction and to copyright the same.

I hereby release the University of Nebraska, its components, campuses and its Regents, officers, employees, agents, legal representatives and assigns from any and all claims, actions and liability related to its use of said photographs.

I recognize by signing below, I waive any right to royalties or other compensation arising from or related to the use of the photo and/or video. My signature below also grants the University of Nebraska the use of my image for seven years from the date on this form.

\_\_\_\_\_  
**Graduate Studies Convocation**  
 (Name of event, project, and/or location)

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Student Signature or parent/guardian if age 19 or under

## STUDENT INFORMATION:

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Current AND Permanent Address (City, State, Zip)

\_\_\_\_\_  
 Email Address

<p><b>REQUESTOR:</b>  <u>H. Dele Davies/Graduate Studies/Dean</u>  <b>Name/Department/Title</b></p> <hr/> <p><u>402-559-5131</u>  <b>Contact Information</b></p>	<p><b>Other information:</b>  <hr/></p>
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