

## CHECKLIST FOR MASTER'S DEGREE

### GRADUATE SCHOOL - UNIVERSITY OF MASSACHUSETTS AMHERST

Graduate Student Service Center  
534 Goodell Building, Amherst, MA 01003  
Phone: (413) 545-0722  
Email: [degreq@grad.umass.edu](mailto:degreq@grad.umass.edu)  
Website: [www.umass.edu/gradschool](http://www.umass.edu/gradschool)

#### DEADLINES:

February 1, 2019 degree - December 14, 2018 (*November 30, 2018\**)  
May 10, 2019 degree - April 10, 2019 (*March 27, 2019\**)  
September 1, 2019 degree - August 30, 2019 (*August 16, 2019\**)

#### REQUIREMENTS FOR ALL CANDIDATES:

- Course work completed (Grades for courses being taken in the current semester will be reported at the end of the Final Examination Period.)
- \*[Master's Degree Eligibility Form](#) must be completed and submitted to the academic department **two weeks prior to the degree deadline** to allow for departmental review. The student, department graduate program director, and department head/chairman must sign the Eligibility Form.
- Any transfer credits listed on the Eligibility Form must be approved by the Graduate School
- The total number of credits listed on the Eligibility Form must be at least the minimum for the program
- Minimum of 21 credits in the major field
- Minimum of 12 credits in 600-800 level courses for non-thesis students; minimum of 6 credits in 600-800 level courses for thesis students (in addition to thesis [699] credits)
- More than half of credits listed on the Eligibility Form must have letter grades (not SATs)
- No courses below the 400 level should be listed on the Eligibility Form
- At most 6 credits of 400 level courses (they must be outside the major field), subject to approval of the Graduate Program Director
- The grade-point average for courses listed on the Eligibility Form must be 3.0 or above
- Enrolled as an active student
- Bursar fees paid - any outstanding Bursar fees must be paid directly to the Bursar; no holds on record
- Department or program contacted regarding any further requirements they may have

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OTHER REQUIREMENTS WHICH MAY OR MAY NOT APPLY:

- Language requirement satisfied
- Thesis committee appointed by the Graduate Dean
- Thesis outline submitted to department
- There has been 4 months between submission of prospectus/outline and thesis defense date
- Registered for the appropriate number of thesis (699) credits
- Maximum of 6 credits in Independent Study and Special Problem (596, 696, 796) courses if a thesis is submitted
- General examination/thesis defense passed - a memo stating that the exam/defense was passed and the date on which it was passed must be signed by the Graduate Program Director and filed with the Graduate Student Service Center. The exam must be scheduled and passed by the posted deadline.

THESIS SUBMISSION REQUIREMENTS: The master's thesis is required to be electronically submitted through the University of Massachusetts Amherst ScholarWorks site: [ScholarWorks for M.A., M.S., M.F.A. \(Art and Theater\)](#) or [ScholarWorks for M.F.A. \(English only\)](#)

ELECTRONIC THESIS SUBMISSION REQUIREMENTS:

- Electronic files delivered to [ScholarWorks for M.A., M.S., M.F.A. \(Art and Theater\)](#) or [ScholarWorks for M.F.A. \(English only\)](#)
- One signature page with original signatures submitted to the Graduate Student Service Center
- An unsigned signature page should also be included after the copyright page in the electronic copy of the thesis