



LEHIGH  
UNIVERSITY

---

## College of Arts and Sciences

### Graduation Checklist - Master's Degree

*Please note: All forms must be completed and submitted to the Office of Research and Graduate Programs at [inasgrfm@lehigh.edu](mailto:inasgrfm@lehigh.edu) on or before the posted deadlines.*

- ❖ Confer with your advisor regularly – and especially prior to registration each semester – to make sure you stay on track with program requirements.
  - 18 credits of coursework must be in 400-level courses, with at least 15 of those credits in your program of study.
  - Refer to the University catalog for specific [degree information](#).
- ❖ If required, schedule general/comprehensive exam(s).
  - Check with your advisor to determine requirements and exam dates.
- ❖ If writing a thesis (not required for math & sciences), meet with your advisor to outline thesis options and requirements.
  - Decide possible committee members: 1 advisor, 1 reader, and/or chair. (minimum committee = 2 members)
  - Reference the [Thesis & Dissertation Guidelines](#) for format, style, and submission requirements.
- ❖ In your 3rd semester, prior to registering for the final semester, confirm that you are on pace to meet all course requirements.
  - A total of 30 - 33\* credit hours with:
    - At least 18 credit hours @ 400 level
    - At least 15 courses in the program
- ❖ Submit a [Master's Program Form](#) - list only the 30-33\* credits that will count toward your degree.

\*Credits vary by program. Check with your advisor to confirm the number needed to satisfy degree requirements.

- Must be completed by the 10th day of classes in your final semester. The only IP grades should be for the current semester.
- ❖ Apply for your graduate degree through the Lehigh Portal in [Banner](#) and complete a [graduation application](#).
  - Fall term graduation - apply by October 1
  - Spring term graduation - apply by February 1
  - Summer term graduation - apply by July 1
- ❖ [Schedule an appointment](#) with Daniel Goonewardene in the Office of Research and Graduate Programs to review your master's thesis draft.
  - Schedule this meeting after you have submitted your draft to your committee for review.
  - During this meeting, you will schedule your next, final draft meeting.
- ❖ Schedule an appointment to defend your master's thesis. Must be completed in your home department, by the [posted deadline](#).
- ❖ Attend your final draft meeting. At least 24 hours before this meeting, upload all required final paperwork to [inasgrfm@lehigh.edu](mailto:inasgrfm@lehigh.edu) and upload your final thesis to [ProQuest](#).
- ❖ Order appropriate [graduation regalia](#).
  - Watch for emails/announcements in early March.
  - Check the [bookstore](#) for deadlines to get measured for regalia.

***Final Paperwork Required:***

- Master's Thesis (submitted online)
- Title Page
- Abstract
- Signed Original [Signature Sheet](#) (via DocuSign)
- [Thesis Processing Receipt](#)
- Completed Master's Program Form
- [Next Destination Survey](#)

\*Credits vary by program. Check with your advisor to confirm the number needed to satisfy degree requirements.