

# COMPLETING YOUR PROGRAM



## STEP 1 - REGISTRATION

Students may register for fall, winter, spring and summer semesters. You may view the [academic calendar](#) to determine the date that has been assigned for graduate student registration each semester. **If you decide to sit out a semester, you do not have to reapply for admission.**

## STEP 2 – ADVISOR INFORMATION

Your advisor, which was assigned at the time of your admission, is a great resource in helping you stay on track with your program. Please contact your advisor if you have any questions regarding your program, course selection, or just general program information.

## STEP 3 – KEEP YOURSELF ON TRACK WITH YOUR PROGRAM

Morehead State makes it easy for you to stay on track with your program. Inside the “mymoreheadstate” student portal under the “WebAdvisor” icon, you’ll find your program evaluation which lists your advisor, admission status, GPA, and other valuable program information. Your evaluation also serves as a curriculum map which shows which courses that have been completed and which courses still remain. Utilizing your program evaluation is a great way to check your progression in your program.

## STEP 4 – COURSE SUBSTITUTIONS

If you will be transferring work in from another university or if you will be substituting another class for one that is required in your program, you will most likely need to complete a course substitution form. You will need to work closely with your advisor to ensure that the course substitution is approved and submitted to the Graduate School. Course substitution forms can be found inside the “[mymoreheadstate](#)”.

## STEP 5 – APPLY FOR COMPLETION OF GRADUATE DEGREE/NON-DEGREE PROGRAM

The application for completion of a graduate degree/non-degree program should be submitted to the Graduate School by the deadline set for each semester. The deadline to apply for Fall/Winter Graduation without penalty is October 15. The deadline to apply for Spring and Summer Graduation without penalty is March 15. The fee to complete a graduate degree is \$20 by the deadline or \$30 after the deadline for each semester. There is no fee to complete a non-degree program.

## STEP 6 – COMPLETION REVIEW PROCESS BY GRADUATE SCHOOL

Once you apply for completion of your degree/non-degree program, Graduate School staff will begin a formal review of your information to ensure that you’ve completed the program and course requirements, paid any fees that are required, and submitted all paperwork necessary for completion of your program. If, after review, we find that you have not met the requirements or submitted the necessary paperwork, we will contact you via the email that was provided on the completion form.

## STEP 7 – SUBMIT FINAL COPY OF THESIS/APPLIED PROJECT

At least two weeks prior to the end of the semester that you are planning to graduate, the student should submit the final approved copy of the thesis or project, approved by all committee members, to Graduate School staff via the ProQuest website. Please review the “[Thesis Guidelines](#)” or “[Applied Project Guidelines](#)” for more information.

## STEP 8 - REPORT OF EXIT ASSESSMENT RESULTS

Graduate programs have an exit exam or assessment that students must successfully pass in order to graduate from or complete their graduate program. Please check with your department within the semester you plan to graduate to determine the exit exam or assessment that is required. Once you have successfully passed the exit assessment, the program department will complete the appropriate paperwork notifying the Graduate School staff.

## STEP 9 - COMMENCEMENT CEREMONY

The commencement ceremony typically takes place the Saturday following the last day of the semester. Please check the [academic calendar](#) for specific dates. Should you have any questions regarding commencement, please contact the [Registrar's Office](#) at 606.783.2008. Graduate graduation apparel can be purchased from the campus [University Bookstore](#).

## STEP 10 – TRANSCRIPT WITH DEGREE POSTED

Typically, it takes two to three weeks for the graduation/completion process to be completed after the end of each semester. When this process is completed, you may request an official transcript which shows your degree/non-degree program and completion date from the [Registrar's Office](#).

## STEP 11 - RECEIVE DIPLOMA FROM THE REGISTRAR'S OFFICE

The Registrar's Office mails your diploma to you approximately 9-12 weeks after the last day of classes of the semester that you completed your degree requirements. If you have any questions, please contact the [Registrar's Office](#) at 606.783.2008.