To graduate in the coming semester you must be enrolled in a **minimum of 3 credit hours**, you must have completed a minimum of 30 credit hours, and your cumulative grade point hour ratio must be a minimum of 3.0.

You must submit the Application to graduate form to the Graduate School no later than the second Friday of the semester in which graduation is expected. Please see the OSU graduate school [graduation calendar](http://www.gradsch.osu.edu/) for exact dates. This date is firm, and the Graduate School will make no exceptions for late or incomplete applications.

Please visit the Graduate School’s website at [http://www.gradsch.osu.edu/masters-examinations.html](http://www.gradsch.osu.edu/masters-examinations.html) for the Examination and Graduation Deadlines, the **Graduation Checklist – Master’s**, and the Application to Graduate (via [GRADFORMS.OSU.EDU](http://gradforms.osu.edu)).

**Remember that this is a non-thesis degree but a presentation of your culminating research is required.**

In order to graduate, each master’s student must:

1. Register and enroll for at least three graduate credit hours during the semester in which graduation is expected.

2. Submit an Application to Graduate on [GRADFORMS.OSU.EDU](http://gradforms.osu.edu) no later than the third Friday of the semester or summer term in which graduation is expected.

3. Complete the required minimum number of credit hours for the graduate program (30 for the MMSP).

4. Earn a graduate cumulative point hour ratio of at least 3.0.

5. Satisfactorily complete the master’s examination and verify the Report on Final Examination has been approved by all committee members by the published deadline for the semester or summer term of graduation. The master’s examination is taken the semester in which graduation is expected. Taking the examination earlier requires prior permission of the Graduate School. The deadline to present your master’s examination can also be found on OSU graduate school [graduation calendar](http://www.gradsch.osu.edu/).

6. Final grades for all previous and current courses must be posted on the student’s university record by the grade submission deadline for graduation. If you are unable to complete the requirements within the deadlines, please notify the Graduate School as soon as possible. 614-292-6031 grad-schoolgraduationservices@osu.edu
7. If you do not plan on attending Commencement, please be sure to indicate your absence by completing the Commencement section of the Application to Graduate.

On the Application to Graduate, you will be asked to supply the names of your Master’s Committee Members. Please list the following individuals only:

- Ginny L. Bumgardner, M.D., Ph.D.
- Your mentor (they must be a current MedSci graduate faculty member)**
- Your co-mentor, if applicable but not necessary

You are welcome to invite other individuals to attend your Master’s Committee Presentation, but please DO NOT list these people on your Application to Graduate. Please let the MMSP program manager know if you are inviting additional people so we may plan accordingly.

The dates available to present your graduation examination will be sent to you after your application to graduate has been approved. The MMSP-Master-Exam-Presentation template must be used for your graduation examination, please feel free to add additional slides if necessary but please do not remove slides (there are some key topics relevant to your research to cover) and the guidelines to be used for your presentation. You should also prepare an updated CV (which should include a listing of your publications, poster presentation, oral presentations, research awards, grants, etc.) to send us for your graduation file.

Thank you and congratulations!

**If your mentor is not a current MMS graduate faculty member they must be added. Do not submit your application until this has been processed.**