

# Master Degree Progression Checklist



## Master's Degree Progression Checklist

**(For Master's Degree students who are in University Graduate School programs.)**

**Updated Summer 2024**

✓ Admission Letter, Final Transcript and EAP Requirements			
	Program – at the time of admission	Admission Letter	Attach to the <b>Graduate Application</b> eDoc when admitted.
	Program	Final Transcript	Attach to the <b>Graduate Application</b> eDoc final transcript showing conferral of the undergraduate degree when the student is admitted. If it is not the final transcript with the degree conferral, send the final transcript via <a href="#">RTS</a> during the student's first semester.
	Student <a href="#">Back to Top</a>	EAP Requirements	If required, complete courses resulting from the English for Academic Purposes test (EAP). <a href="#">EAP policies can be found here.</a>
	Program	EAP Requirements	Track EAP requirements for non-native English speakers and verify required courses were taken before submitting the <b>Master's Application for Advanced Degree (MAAD)</b> eDoc.
All forms and/or eDocs can be found <a href="#">HERE</a>			
	Program	Transfer Credits	Send completed IU Transfer Credit form <a href="#">IU Indianapolis Graduate Credit Transfer Report Form</a> along with a copy of the official transcript (front and back) to <a href="#">RTS</a> within the first year.
	Program	Course Substitution	When appropriate, send <a href="#">completed Course Substitution form</a> to <a href="#">RTS</a>
	Program	Course Revalidation	If applicable, send <a href="#">completed Course Revalidation form</a> as soon as possible to <a href="#">RTS</a> Must be submitted before the Master's Application for Advanced Degree (MAAD) eDoc.
	Program  <a href="#">Back to Top</a>	Plan of Study (POS)	The POS must be attached to the MAAD edoc. The POS should identify courses by category (i.e., core, elective, research, etc.) and must contain the concentration/track if the program offers multiple areas of study. If the concentration/track is not listed, the edoc will be returned to the program. <b>IMPORTANT: Please make sure that the bulletin year being used is listed on the Plan of Study. The link and POS examples can be found <a href="#">HERE</a>.</b>
	Student	Graduate & Professional Program Update Form	If a student has been out of the program more than 12 months and less than 24 months, he/she will need to complete the <a href="#">Graduate &amp; Professional Program Update form</a> . Students must submit the completed form directly to their program for approval. If the student has not enrolled for more than 24 months, they must reapply to the program to be reactivated. <b>Programs must send the approved Graduate and Professional Program Update Form to our office via <a href="#">RTS</a> for processing.</b>
	Program	Termination of Study Form	Submit <a href="#">Termination of Study form</a> to <a href="#">RTS</a> as soon as possible to avoid student registering after termination.
	Program	Leave of Absence	Submit <a href="#">Leave of Absence form</a> to <a href="#">RTS</a> within two weeks of student's notification to take leave.
	Program	Return for Leave of Absence	Submit <a href="#">Return for Leave of Absence form</a> to <a href="#">RTS</a> one week prior to the student's return.

	All Master Students <a href="#">Back to Top</a>	Outstanding Grades	Verify that all “R” and “I” grades have been changed, or will be changed by the 25 <sup>th</sup> of the graduation month.
	Program	Outstanding Grades	Deadlines for <b>May, August and December</b> graduates are university wide deadlines that can be found on the Office of the Registrar’s <a href="#">website</a> . The deadline for all other months is no later than the 25 <sup>th</sup> of the graduation month.
<b>MONTH PRIOR TO ANTICIPATED GRADUATION MONTH DEADLINES</b>			
	Thesis Student	Formatting	Visit <a href="#">Formatting: Theses &amp; Dissertations</a> for information on formatting your thesis.
	Thesis Student <a href="#">Back to Top</a>	Format Pre-check	Two weeks before defending, email an unsigned copy of the acceptance page to <a href="mailto:gradrec@iu.edu">gradrec@iu.edu</a> for a format pre-check. Within a few days you will receive an email to let you know if any issues were found.
	Thesis Student	1 <sup>st</sup> of month prior to the anticipated graduation month	Defend thesis
	Thesis Student <a href="#">Back to Top</a>	10 <sup>th</sup> of the month prior to the anticipated graduation month	Once thesis is committee approved and acceptance page is signed, submit thesis document and signed acceptance page via email to <a href="mailto:gradrec@iu.edu">gradrec@iu.edu</a> no later than the 10 <sup>th</sup> of the month prior to the anticipated graduation month. If submitted after the 10 <sup>th</sup> , the student will be moved to the following month.
	All Master Students <a href="#">Back to Top</a>	Student should initiate the Master’s Application for Advanced Degree (MAAD) eDoc leaving enough time for the program to approve/submit the eDoc by the 15 <sup>th</sup> of the month prior to the anticipated graduation month	<b>Complete and submit the <a href="#">MAAD edoc</a> during final semester, by the 5<sup>th</sup> of the month, prior to the anticipated graduation month. (NOTE: If you have been out of the program more than 12 months and less than 24 months you will have to complete a <a href="#">Graduate and Professional Update Form</a>. Send the completed form directly to your program for approval. Do not send the form to the IU Indianapolis Graduate School. If you have been out for more than 24 months, you will have to reapply to the program before being allowed to complete the MAAD eDoc.)</b>
	Program	Approve Master’s Application for Advanced Degree eDoc no later than the 15 <sup>th</sup> of the month prior to the anticipated graduation month	<b>DO NOT complete for your students.</b> Complete your portion of the eDoc (all except final semester grades) and verify that the degree requirements have been met using the University Graduate School (UGS) Bulletin from the appropriate year before approving. <b>The eDoc must be approved by all program approvers no later than the 15<sup>th</sup> of the month prior to the student’s anticipated graduation month</b> Late approvals will force us to change graduation to a later month. Any deviation from the UGS Bulletin must be approved by Dr. Janice Blum ( <a href="mailto:jblum@iu.edu">jblum@iu.edu</a> ) and be attached to the eDoc.

## Degree, Degree Name, Transcript and Diploma

	Student	Degree Date	The degree date is the last day of the month, except for May, August and December. Degree dates for May, August and December are university wide dates, visit the <a href="#">academic calendar on the Office of the Registrar's website</a> .
	Student	Degree Name	You will find important information about how your degree name will appear on diplomas, certificates, Commencement Programs, and on university websites that list graduates <a href="#">here</a> .
	Student	Transcript	Once your degree is posted, it will immediately appear on your transcript. To order transcripts, visit the Office of the Registrar's <a href="#">website</a> .
	Student	Diploma	Make sure to keep your Non-IU E-Mail address updated and home address in <a href="#">One.IU.edu</a> current. The home address is the only address used to send your diploma.

## Additional Resources

### Students:

Please check out the eDoc Help Guides for information on:

[Completing the MAAD](#), [Document Types](#); [Searching for eDocs](#); [Understanding the Route Log](#)