**Homer L Dodge Department of Physics and Astronomy**

**Checklist for Non-Thesis Masters (Using Qualifying Exams or General Exam)**

(Version 7: March 30, 2022)

*(If you discover any errors in this form, please report them to Dr. Mike Strauss at* [*strauss@ou.edu*](mailto:strauss@ou.edu)*).*

Information can be found in the department [Red Book](https://www.nhn.ou.edu/assets/doc-or-pdf/redbk.pdf) and using the non-thesis masters packet at <http://www.ou.edu/content/dam/gradcollege/docs/gc-non-thesis-packet.pdf>. You are responsible to know the contents of this document so you should review all of this information.

Graduate Student Name:

Graduate Student email:

Advisor Name:

You can either complete the non-thesis masters on the basis of passing all three qualifying exams at least at the master's level, or on the basis of the completion of your general exam (The latter tends to be a little less paperwork). Each step of the checklist must be completed for the qualifier based masters. For the general exam based masters, complete this form through step 3 and return the form to Dr. Mike Strauss. Put all dates below in format MM/DD/YYYY.

1. Confirm that you are enrolled in the Master's Program (You can do this by looking at your unofficial transcript from [one.ou.edu](http://one.ou.edu/).) If you are not enrolled in the Masters program, go to <http://ou.edu/gradcollege/admissions/apply/addition-or-change-program> and fill out the application to add the program. Date:   /  /

2. The semester before you anticipate getting your Masters degree fill in a *Program of Study Form* for the Master's degree and send it to the graduate college (Deadline dates given in above document). Also, if possible, submit an *Advisory Conference Report* (ACR) for your Ph.D. program at the same time. The ACR is available online in the “Doctoral Student Forms and Documents” Section of this web page, <https://www.ou.edu/gradcollege/forms>.

* 1. Date of form submission:   /  /
  2. Planned semester for Masters:
  3. Was an Advisory Conference Report also submitted? Yes/No

3. Choose the basis for your non-thesis masters.

* 1. For qualifier based non-thesis masters: Date completed qualifiers:   /  /
  2. For the general exam based masters, complete step 1 above and submit the *Program of Study* form to the Graduate College and indicate the term you plan to complete the general exam on the lower portion of the form:

1. Date *Program of Stud*y form sent:   /  /
2. Term you plan on completing the general exam, Semester:      , Year:

4. Choose a masters committee of at least 3 physics faculty and a future date (at least 10 business days later) to meet with the committee and inform Graduate Studies Committee Chair of date, committee members, and student i.d.

* 1. Date of committee meeting:   /  /
  2. Committee members:
  3. Student I.D.
  4. To satisfy this requirement, the student’s advisor must sign this form below and **an electronic copy of this form must be submitted to the Graduate Studies Committee Chair** completed in its entirety up through point 4 at least 10 days before the student’s committee meets.

Advisor’s Signature:       Date Completed:   /  /

5. Check that Graduate Studies Committee Chair has made a request to the Graduate College for a non-thesis masters and for the *Authority to Report Form* (5 business days before the committee meets).

6. When the graduate college has confirmed all requirements are met by sending an *Authority Report Form*, meet with your committee for approval of master's degree and inform the graduate studies chair of the committee meeting date and time.

7. The committee will approve the non-thesis masters and sign the *Authority Report Form*. The form must be returned to the graduate college within five business days after the committee meeting.

* 1. Date of actual committee meeting:   /  /
  2. Date the Authority Report Form submitted to the Graduate College:   /  /

8. Your committee chair must send electronic confirmation that all procedures have been completed to receive the Masters Degree to the Graduate Studies Chair within 10 business days of the committee meeting. The confirmation should include this completed form.

I certify that student

has satisfactorily the steps necessary to receive a non-thesis Masters Degree as described above:

Advisor Signature:       Date:   /  /

When this form is completed, it should be sent to the chair of the Graduate Studies Committee.