

# Graduate Degree Exam Process Flow Chart – Master's Students

**Grad. Student**

**Department**

**Registrar**

Register for Graduate Degree Exam on Academic Info System (two weeks prior to oral exam)

Oral Exam Prep. :  
Professor's Recommendation

Contractors/Transactors :  
Maintains all relevant info. pertaining to the interviewee

Disagree  
Resend Rejection

Reviewers record results in the system (the system will notify the graduate students and the Registrar via mail)

Agree

Registration Review (the system will mail notifications within 3 working days)

Disagree  
Tell the department to cancel thesis defense (by phone)

Agree

Pre-Oral Exam Prep. :  
1. Appointment Letter  
2. Committee Approval Letter  
3. Interview Score Report

Thesis Defense

Complete Thesis Defense

Submit transcript and related document to the Division of Registration

Department Prep. :  
1. Copy of Reviewer Validation  
2. Original copy of each Reviewer's Score Sheet

Registrar records grades

Fail

Pass

Complete Graduation Application

Students who have not reached the max study semester may retake the exam only once

1. Students who reached the max study semester limit  
2. Students who failed the qualifying exams twice

Get Diploma from Registrar by the end of the month

Drop-out Procedures

Note :  
After reviewing the list of oral examinees at the end of each semester, please print and sign the "Roster of Master's Students taking the Oral Exam" and the "Roster of Master's Students Oral Exam Reviewers", then submit them to the Department of Registration.