**Guidelines for Terminal Master’s Degree Completion**

Registration in your Final Semester

Please refer to the document, [Registration for Final Semester in Master Degree Programs](https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/education/graduate-medical-education/prospective-fellows/geriatric-medicine/images/Registration-for-Final-Semesters-in-Master-Degree-Programs.pdf) to determine the correct enrollment for your final semester. If you have any questions, please contact, Graduate Registrar, Tracy Pezzimenti ([tracy\_pezzimenti@urmc.rochester.edu](mailto:tracy_pezzimenti@urmc.rochester.edu))

Notification of Anticipated Degree Completion

An [Anticipated Master's Degree Completion Form](https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/education/graduate/documents/Anticipated-Degree-Completion.docx) **must** be submitted to the Graduate Registrar by the deadline indicated in the [academic calendar](https://www.urmc.rochester.edu/education/graduate/current-students/academic-calendar.aspx) for the semester you will be completing. If you do not submit this form by the deadline, your conferral date could be delayed.

Requirements Prior to Termination of Student Status

Students are required to submit a [Master's Diploma Form](https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/education/graduate/documents/Master-s-Diploma-Form_1.docx) after they have completed their degree requirements. Each program has its own process for students who are ending their student status. Be sure to check with your graduate administrator to determine if there is additional paperwork that you need to complete before your student status is terminated.

International Students

We highly recommend that international students meet with an [International Student Office (ISO)](https://iso.rochester.edu/contact.html) representative. They can provide information on visa options, documentation, and timelines for applying for a visa for employment in the United States.

**Additional Guidance for those whose degree requires a Defense/Final Oral Exam**

Selecting a Defense Date

When you and your advisor have agreed it is time for you to set a date for your defense, check the [academic calendar](https://www.urmc.rochester.edu/education/graduate/current-students/academic-calendar.aspx) for deadlines and other important information regarding the scheduling of your final oral exam. Defenses may be held on days SMD GEPA is open for business (not weekends, evenings, holidays, or the days between Christmas and New Year).

You must reserve a room for your oral presentation and for your closed exam. ***Check with your graduate coordinator to determine who will schedule the room for your final oral exam.***

Let your graduate coordinator know as soon as all of the members of your committee have agreed to a specific date and time for the defense. Your graduate coordinator will advise you of any program specific requirements or the defense, as well as prepare your Final Oral Exam paperwork. You should provide your committee members at least two weeks in advance, your thesis, to read and comment on your work before the defense.

Submission of Defense/Final Oral Exam Paperwork

Your program administration must submit the appropriate paperwork and documents to the Graduate Registrar. Paperwork must be received no later than 15 working days prior to your Final Oral Exam.

Outcomes

At the conclusion of your defense, your committee will determine either that you have passed or failed the exam. If you have an unsuccessful outcome to your exam, you will need to meet with your Program Director, Advisor, and the SMD-GEPA Senior Associate Dean.