NOTE: This is designed to help students progress through both degree and certification graduate programs at Sul Ross State University. You are ready to enter the flowchart when you make the decision to enroll for post-baccalaureate work through Sul Ross.

Step 1: Do you hold a Bachelor’s Degree from an accredited college or university?

- If not, you are not eligible for admission at this time. You should take the Graduate Record Exam (GRE) or Graduate Management Aptitude Test (GMAT) if you are in your senior year of college.

  Delay further action until such time as you can answer yes to the question in Step 1. Then continue to Step 2.

Step 2: Is your Bachelor’s Degree from Sul Ross State University?

- If not, it will be necessary for you to request that one official transcript from each college or university attended be sent to the Office of Admissions and Records, Sul Ross State University, Alpine TX 79832. When this has been done, continue with Step 3.

Step 3: Have you ever applied for admission to the Sul Ross Graduate Program?

- If not, now is the time to submit the following items (if not submitted previously):
  - Application for Admission
  - One copy of official transcripts
  - GRE or GMAT scores (if taken)
  Once completed, proceed to Step 4.

Step 4: Do you plan to work toward a Master’s Degree through Sul Ross State University?

- If you are seeking
  - Certification only,
  - to take courses to transfer to another university, or
  - take courses for your own personal reasons,
  and,
  - you have met all conditions placed on your admission, you do not need to proceed further.
Step 5: If you are seeking a Master’s Degree, have you been fully admitted?

- If your application was denied, you should follow the instructions in the letter of denial you received. If you were probationally admitted, you should remove these conditions at your earliest convenience to prevent potential problems impeding your further progress. Notify the Dean’s Office when all conditions have been met. You may proceed to Step 6 if you are in the process of removing conditions placed upon your admission.

Step 6: Do you have an official degree plan signed by your major advisor, Department Chair, and Dean?

- If not, contact the Education Department personnel to obtain a degree plan.

Step 7: Have you completed 12 hours of Sul Ross graduate level courses from your degree plan?

- If not, delay further action until such time as you have completed the requisite hours (see your major advisor).

Step 8: Have you completed all other requirements for admission to Candidacy?

- You should endeavor to meet all candidacy requirements as soon as possible to ensure smooth progress toward graduation.

Step 9: Have you been admitted to Candidacy for the Master’s Degree?

- The *Application for Candidacy for the Master’s Degree* form is available on-line or in the Department of Education office, Morelock Building, Room 305. Complete this form and return it to your major advisor. Questions should be directed to your major advisor.

Step 10: Do you anticipate graduating at the completion of the next semester?

- If not, delay further action until you are ready to register for your final remaining hours.
- If yes, proceed to Step 11.

Step 11: Have you applied for graduation? Have you made arrangements through your major advisor for scheduling the Comprehensive Exam?

- You should complete and return an application for graduation to the Dean of Professional Studies. The application is available in the Education Department office, MAB 305, or on-line. This must be done within the first four weeks of the semester prior to the semester in which you intend to graduate.

Step 12: Have you completed your application for comprehensive examination?

- You should complete and return the application to your major advisor. This must be done by the semester when you will complete the 36-hour course requirements.
Step 13: Have you received a graduation checklist from the Dean’s Office?
  ▪ Contact the Dean’s office to obtain a checklist.

Step 14: Does the graduation checklist agree with your records?
  ▪ Contact the Dean’s Office indicating the nature of discrepancies.

Step 15: Do you intend to participate in commencement exercises?
  ▪ You must file your intentions to graduate in absentia with the Dean’s Office.

Step 16: Have you ordered your cap and gown from the University Bookstore?
  ▪ You should make arrangements to order your cap and gown from the University Bookstore (Phone #432-837-8194). In communications with the Bookstore, indicate that you are a Master’s degree candidate.

Step 17: Have you fulfilled all conditions on your graduation checklist?
  ▪ Contact the Dean’s office at the earliest possible date.

Step 18: Congratulations! You are a Sul Ross State University graduate.

Accreditations
Sul Ross State University is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools to award Associate, Bachelor and Master Degrees. The Teacher Education program offered at Sul Ross State University is approved by the Texas Education Agency. The Animal Health Technology program offered at Sul Ross State University is accredited by the Committee on Animal Technician’s Activities and Training of the American Veterinary Medical Association.

Equal Opportunity Institution
No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Sul Ross State University, on any basis prohibited by applicable law, including, but not limited to, race, color, national origin, religion, sex, age or disability.