

**Incidental Master's Degree Completion Form**  
**College of Graduate Studies**



An incidental master's degree may be awarded to a student in a doctoral program who, while completing doctoral degree requirements, fulfills the requirements for a master's degree.

Eligibility:

1. Incidental master's degrees are only available to students that are active in an associated doctoral degree program.
2. Under no circumstances should a student seeking an incidental master's degree award try to add the master's program via a program transfer form or apply to graduate for the master's degree in CampusNet.
3. A doctoral student that wishes to discontinue their doctoral program and change to a master's program should not use this form. They should use a Program Transfer form.

Processing:

4. This form should be submitted by the student to the Graduate Program Director and forwarded to the College of Graduate Studies by no later than the withdrawal deadline for the term in which they are completing the requirements for the master's program.
5. All incidental master's degree awards are made retroactively. The Registrar's Office will initiate processing approximately 6-8 weeks after the conclusion of the graduating term. Due to the retroactive nature of the award, incidental master's degree awards are generally not included in a commencement ceremony program book.
6. Once the master's program is added to the student record, the department or program director will be required to submit degree audit updates to the Registrar's Office. Incidental master's degrees will not be awarded until the student's degree audit has been updated to show that all degree requirements have been completed.
7. After award, the master's degree will be reflected on the student's official transcript. A diploma will be mailed to the student's home address on file.
8. An incidental masters degree must be earned prior to completion of the associated doctoral program.

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To be completed by student:

**Student name:** \_\_\_\_\_ **CSU ID:** \_\_\_\_\_

**Master's Degree Program:** \_\_\_\_\_

**Student signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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To be completed by Program Director:

**Completion Term and Year:** Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

**Total credits required:** \_\_\_\_\_ **Thesis or Non-Thesis?** \_\_\_\_\_

**Program Director Comments:** \_\_\_\_\_

**Program Director Approval Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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Graduate College approval:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Submission instructions:**

- Student: Submit to graduate program director for review and approval.  
Program Director: Send to [grad@csuohio.edu](mailto:grad@csuohio.edu) for College of Graduate Studies review and approval.  
Graduate Studies: Send completed form to [graduation@csuohio.edu](mailto:graduation@csuohio.edu) for processing.