

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

- Incidental master's degrees are only available to students that are active in an associated doctoral degree program.
- 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.
- A doctoral student what 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.
- An incidental master's degree must be earned prior to completion of the associated doctoral program.

Processing

- This form should be submitted by the student to the 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.
- 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 not included in a commencement ceremony program book.
- 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.

Part A: To be completed by the student

Name CSU ID

Current CSU doctoral program

With my signature, I hereby authorize the Dean or his/her designate to review pertinent academic records.

Student Signature Date

Part B: To be completed by the Program Director

Incidental master's to be conferred

Indicate when the requirements of the master's program were satisfied. Term Year

Identify what culminating experience has been completed (eg. Qualifying exam)

Identify what coursework has been completed which fulfills the requirements of the master's degree.

Course	Credits	Grade

Course	Credits	Grade

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Total Credits GPA Only grades of A, A-, B+, B, B- and C are recognized in the calculation of the GPA.

With my signature, I confirm that the identified coursework and culminating experience fulfills the requirements for a master's degree.

Program Director Signature Date

Submission instructions

- Student: Submit to program director for review and approval.
 Program Director: Send to grad@csuohio.edu for College of Graduate Studies review and approval.
 Graduate Studies: Send approvals to graduation@csuohio.edu for processing.