Here is an abbreviated step-by-step process for completing a graduate degree at UW-Eau Claire. You may click on the form mentioned to retrieve it; most forms may also be downloaded from the Graduate Studies website.

1. How to Apply for Admission

   - If applying to a specific graduate program, complete the Application for Admission.
   - For more details, see Graduate Admissions Process.
   - If interested in just taking a few graduate courses and not currently seeking a degree, complete the Special Student Electronic Application (click on Visitor/Guest Student after registering as a new user). For more information about admission as Special Student, go to the Registrar's Office website or refer to the Graduate Catalog.

2. Once accepted, schedule a meeting with your program adviser. The contact information for your adviser will be provided in your letter of acceptance. Special students may request a program adviser, but an adviser will not automatically be assigned.

3. Register each term – Consult your adviser as needed. Registration is done online on MyBlugold CampS. Some courses may require prior approval from the department. Priority registration for graduate students typically takes place about two to three months prior to the start of the term.

4. After you have completed approximately 15 credits, we recommend that you meet with your adviser to review your electronic degree audit to verify your remaining degree requirements. If you are enrolled in one of the few programs that does not offer an automated degree audit, you will need to work with your adviser to...
complete a Graduate Degree Program Plan. Submit the plan to Graduate Studies for approval. An approved Graduate Degree Program Plan must be on file before a student may take the written comp exam or apply to graduate.

NOTE: You do NOT need to file a paper degree program plan if you already have an electronic degree audit that specifies your degree requirements.

5. If writing a thesis is a graduation requirement for your program, you should begin working with your thesis adviser early in your program. Please follow the Thesis Manual for guidance. Once you are close to finishing your paper, you should work with your adviser and thesis committee to schedule a date for your oral exam (a.k.a. thesis defense). See Step 7 below.

6. If taking a written comprehensive examination is a graduation requirement of your program, consult the graduate program director of your department for additional details. You must notify your graduate program director via email that you wish to take the written comp exam by the end of the first week of classes of the semester in which you intend to take the exam. The written exam is typically offered once per department during the semester; oftentimes about 8-10 weeks into the semester.

7. If taking an oral comprehensive examination is a graduation requirement for your program, you should work with your program adviser to form a committee and schedule a date, time, and location for the exam. A Notice of Oral Examination form must be submitted to Graduate Studies at least 14 days prior to the date of the exam, since the committee needs to be approved by the graduate dean. Refer to the Notice of Oral Examination form or the Graduate Catalog for specific committee requirements, as there are additional committee restrictions if your oral exam is a thesis defense.

8. It is your responsibility to apply for graduation by the end of the first week of the semester or session in which you plan to graduate. The application for graduation process can be completed online using MyBlugold CampS (Go to UWEC homepage > MyBlugold CampS > Self Service > Student Center > My
Academics > Apply for Graduation). Please be aware that a candidate for graduation must be a currently enrolled graduate student at UWEC. Details regarding the commencement ceremony may be found online.

9. If ever in doubt about your degree or graduation requirements, please contact your program adviser, the graduate program director of your department, or the Office of Graduate Studies.