

## MA EXAM CHECKLIST

### Policies & Procedures Regarding Master's Written or Oral Exam Registration

All students seeking to complete their MA Comprehensive Exam during their final semester must register and complete the departmental exit process. Before students are allowed to take the exam (in its written or oral form), either as an MA or MAT student, they must first complete the check list below. Allow the department 24 hours to approve registration document. All documents must be turned in together to the office of Curriculum and Instruction, office 122F on or before the exam registration deadline. Incomplete and/or late documents will not be accepted.

- \_\_\_ Complete the MA Program Exit Survey:  
(<http://ci.education.nmsu.edu/programs/graduate-programs/masters/>)  
Print the last page and sign it.
- \_\_\_ A **completed** Program of Study with advisor and department head signatures:  
<http://gradschool.nmsu.edu/graduate-forms/>
- \_\_\_ A printed Star Degree Audit: <https://degreeaudit.nmsu.edu/>
- \_\_\_ Student must be in their last semester of courses to take exam
- \_\_\_ Registration Form: <https://dept-wp.nmsu.edu/coeci/files/2013/07/MA-exam-registration-1.pdf>

#### If Applicable:

- \_\_\_ If not registered in a class, a receipt of the Examination Fee form and the paid receipt must be provided.  
<http://gradschool.nmsu.edu/graduate-forms/>
- \_\_\_ Students are responsible for turning in a Transfer of Credit form with advisor signature for any courses taken as non-degree under-graduate status or if transferring courses from another university. <http://gradschool.nmsu.edu/graduate-forms/>
- \_\_\_ Students who have an "I", an unsatisfactory grade, and/ or a GPA below 3.0, are **NOT** eligible to take the exam.