

**THE MASTER'S DEGREE
LIST OF MAJOR STEPS REQUIRED BY THE GRADUATE SCHOOL**

ACTION	INITIATED BY STUDENT THROUGH	SUBMITTED TO	TIME
1. Plan Courses for degree	Graduate Advisor	Graduate Advisor	Prior to registration of the 1 st semester
2. Set up thesis advisory committee and title, if applicable.	Graduate Advisor	Graduate Advisor	Prior to filing "Program for the Master's Degree and Admission to Candidacy" form before the 2 nd semester
3. File "Program for the Master's Degree and Admission to Candidacy" form (not to be confused with the "Statement of Intention to Graduate" form see #6 below)	Graduate Advisor or Chair, Advisory Committee	Graduate School	After first semester of master's coursework, no later than: Ma. 1 for Dec graduation Sept. 15 for May graduation Jan. 15 for August graduation
4. File changes in degree program, if necessary	Graduate Advisor or Chair, Advisory Committee	Graduate School	As needed
5. Enroll in semester of graduation (at least 3 hrs of thesis, if defending thesis)	Graduate Advisor or Chair, Advisory Committee	Registrar	Semester of graduation*
6. File "Statement of Intention to Graduate" form including official title of thesis, if applicable. (Not to be confused with the "Program for Master's Degree and Admission to Candidacy" form see #3 above)	Student	Graduate School	Semester of graduation* (One must be filed for each intended graduation semester) If you do not graduate, a new form must be filed.
7. Pay thesis fee, if applicable, send copy of receipt to Graduate School	Student Business Services	Graduate School	Prior to deadline during semester of graduation *
8. Schedule Comprehensive Examination and/or defense and send result by memo to Graduate School	Graduate Advisor or Chair, Advisory Committee	Graduate School Master's Coordinator	Semester of graduation* (usually about 6 weeks before graduation)
9. Submit one copy of thesis with signed title page to Graduate School for official review	Advisory Committee	Graduate School Thesis Coordinator	Semester of graduation* (usually 5 weeks before graduation date)
10. Final grade for thesis hours (A or B) grade will be "CR" until final semester	Chair, Advisory Committee	Registrar Final grade roll	End of semester
11. Submit three official final copies of thesis to Graduate School and personal copies	Student	Graduate School Thesis Coordinator	Prior to deadline*

* SEE GRADUATE SCHOOL WEB PAGE FOR DEADLINES

DEADLINE PACKETS WILL BE SENT TO STUDENTS ACCORDING TO PROPOSED DATE OF GRADUATION INDICATED ON "PROGRAM FOR THE MASTER'S DEGREE AND ADMISSION TO CANDIDACY" FORM. FOR MORE INFORMATION CALL GLORIA MCNEME OF THE GRADUATE SCHOOL AT 742-2781