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| **requirement** | **Guideline** | **Forms** |
| Degree Development: Masters | Master’s degree plans are automatically populated through the University Degree Works.  Note: Graduate Faculty must complete the University FERPA training to access Degree Works. | [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) under “Faculty” tab > student information. |
| Degree Development: Doctoral | Doctoral degree plans are automatically populated through the University Degree Works.  Note: Graduate Faculty must complete the University FERPA training to access Degree Works. | [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) under “Faculty” tab > student information. |
| Change of Degree Plan: Master’s | A Change of Degree Plan for Master’s student is used in transferring hours from a previous institution (maximum 6 hours) or noting a course substitutions in Degree Works. | [Change of Degree Plan](http://www.depts.ttu.edu/education/our-people/faculty-and-staff-resources/documents/change-of-degree-plan-form-7-28-15.pdf) |
| Change of Degree Plan: Doctoral | Transfer hours from a previous institution (maximum 30 hours).  To make course substitutions.  Add/Change Dissertation Committee Members.  Add/Change Dissertation Title. | [Change of Degree Plan](http://www.depts.ttu.edu/education/our-people/faculty-and-staff-resources/documents/change-of-degree-plan-form-7-28-15.pdf) |
| Add/Change Program or Degree | Add/Change Program or Degree Level must be submitted by the 12th class day in the Fall or the 4th class day in the summer. Any add/change forms submitted after these dates will result in the add/change being pushed to the next term.  The Graduate School will not accept retroactive add/change forms for a previous term. | Add/Change Program Form |
| Progress Report: Doctoral Students | A form must be submitted annually by the Graduate Faculty Advisor until the student reaches 85 semester credit hours.  After 85 semester credit hours a form will need to be submitted each semester until the student reaches 99 semester credit hours.  After 99 semester credit hours a progress report will need to be submitted each semester along with a Graduation Time Line form. | [Doctoral Progress Report](http://www.depts.ttu.edu/gradschool/academic/docs/Review_of_Progress_in_the_Doctoral_Program.pdf)  [Graduation Time Line Form](http://www.depts.ttu.edu/education/our-people/faculty-and-staff-resources/documents/graduation-timeline-form.pdf) |
| Grades (Submitting or Changing) | Grades are submitted through raiderlink under the faculty tab.  The policy on graduate submittal can be found at O.P. 34.12 | [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu)  [O.P. 34.12](https://www.depts.ttu.edu/opmanual/op34.12.php) |
| Comprehensive Exams | All non-thesis Master’s students are required to complete a Master’s Comprehensive Exam.  Programs have different requirements for the comprehensive exam and these will be listed in program handbooks.  Students are responsible for turning in a Master’s Comprehensive Exam Application during the semester they intend to graduate | [Master’s Comprehensive Exam Application](http://www.depts.ttu.edu/education/student-resources/graduate/documents/masters-comprehensive-exam-application-3-39-16.pdf) |
| Qualifying Exams | Graduate Faculty will submit a Qualifying Exam Report to the Office of Graduate Education and Research. | [Qualifying Exam Form](http://www.depts.ttu.edu/gradschool/academic/docs/Qualifying_Exam_Report.pdf) |
| Defense Proposal (Master’s Thesis / Dissertation) | Schedule a room with the COE Event Coordinator.  Student submits the defense proposal announcement three weeks prior to the defense proposal.  Student submits dissertation proposal to committee members three weeks prior to the defense. | [Defense Proposal Notification](http://www.depts.ttu.edu/gradschool/academic/docs/defNOTIFICATION2016_VFinal.pdf) |
| Oral Defense (Master’s Thesis / Dissertation) | The student will schedule a room with the COE Event Coordinator.  The Graduate Faculty member will submit a defense notification form to the COE Office of Graduate Education and Research by the deadline noted on the University Academic Calendar and at least three weeks in advance.  The defense will be public. Student submits defense announcement online.  The Graduate Faculty member will submit the Defense Approval Form to the COE Office of Graduate Education and Research by the deadline noted on the University Academic Calendar.  Student must submit complete dissertation at least three weeks prior to the defense.  Doctoral student in consultation with the Dissertation Chair selects a Graduate Dean’s Representative. The representative must be from another Department outside the student’s program. The Graduate Dean’s Representative will be noted on the defense notification form. | [Graduate Dean’s Representative Form](http://www.depts.ttu.edu/education/our-people/faculty-and-staff-resources/documents/deans-representative-report.pdf)  [Defense Approval Form](http://www.depts.ttu.edu/education/our-people/faculty-and-staff-resources/documents/Oral-Exam-and-Thesis-Dissertation-Approval-Form.pdf) |
| Intent to Graduate | All Graduate Certificate, Master’s, and Doctoral students must submit an Intent to Graduate to the Graduate School at the beginning of the semester of graduation and no later than the Graduate School deadline.  Students can find the form on raiderlink under the “MyTech” tab > Current Term > Apply to Graduate.  If a student fails to submit an Intent to Graduate by the Graduate School deadline the student’s graduation will be pushed to the next semester and the student will be required to enroll in at least one semester credit hour. | [www.raiderlink.ttu.edu](http://www.raiderlink.ttu.edu) |
| Additional Resources |  | [University Academic Calendar](http://www.depts.ttu.edu/officialpublications/calendar/18-19_cal_detailed.php)  [Faculty Handbook](http://www.depts.ttu.edu/officialpublications/calendar/18-19_cal_detailed.php)  [Student Handbook](https://www.depts.ttu.edu/dos/handbook/)  [ETD Guidelines](http://www.depts.ttu.edu/gradschool/academic/ETDreview.png)  [University Operating Procedures](http://www.depts.ttu.edu/opmanual/) |