

Overview of Master's Requirements

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➤ Human Development and Family Sciences, Graduate Policies and Handbook, [Current M.S. Student Forms](#)

ACTION (HANDBOOK PAGE)	INITIATED BY	SUBMITTED TO	TIME	THESIS / NON-THESIS	INTERNAL OR GRAD SCHOOL	
1	Plan courses for degree	Student & Advisor	Graduate Advisor	Prior to registration	Both	Internal
2	Assistantship Contract (26-29)	Student & Assistantship Supervisor	Graduate Program Coordinator & Director	Submit by 5th class day of the semester	Both	Internal
3	Assistantship Mid-semester report	Student	Graduate Program Coordinator	Submit during week 8 of the semester, every semester when assigned an assistantship	Both	Internal
4	Set up advisory committee	Student & Advisor	Graduate Advisor	Prior to filling Master's Report of Comprehensive Candidacy Exam	Both	Internal
5	Annual Review, completed digitally (17-20) - Links will be emailed	Annual Review Committee and Student	Graduate Program Coordinator	Early spring semester, every year	Both	Internal
6	Consent for Student Evaluation for Candidacy (44)	Student	Graduate Program Coordinator	Second semester of 1st year	Both	Internal
7	Candidacy Meeting (45)	Student & Advisor	Graduate Program Coordinator & Director	by the end of the second semester of 1st year (spring); completed in conjunction with annual review	ABM, by the end of spring senior year	Internal
8	Submit Master's Report of Candidacy Exam with Master's Course Sequence Chart and Master's Degree Plan of Study .	Student, Advisor, Committee	Graduate Program Coordinator & Director	After first semester, no later than posted GS deadline. Submit to GPC who submits Dynamic form & course substitutions will submitted GS.	Both	Internal -> dynamic form to GS
9	Changes in degree program, if necessary	Student, Advisor, Committee	Graduate Program Coordinator & Director	As needed & confirmed prior to filling intent to graduate.	Both	Internal -> dynamic form to GS
10	Propose thesis & submit Thesis Proposal Checklist & Approval (Thesis Option; 46-47)	Advisor, Committee	Graduate Program Coordinator & Director	Submit after proposal	Thesis Only	Internal -> dynamic form to GS

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11	Enroll in semester of graduation (at least 3 hours of Thesis 6000 or Non-thesis 5000)	Student, Advisor, Committee	Registrar	Semester of graduation	Both	GS
12	Apply to Graduate: Go to raiderlink.ttu.edu --> "TTU MyTech" --> "Current Term" --> "Apply to Graduate"	Student	Graduate School Enrollment Services	Semester of graduation no later than posted deadline (One must be filed for each intended graduation semester)	Both	GS
13	Schedule thesis or final comprehensive examination and submit Defense Notification (48-49)	Student	Graduate Program Coordinator	Semester of graduation (no later than posted deadline)	Thesis = Defense; Non-Thesis = Comps Exam	Internal -> dynamic form to GS
14	After the defense, send the Thesis Defense Checklist (48-4 or 51-53)	Advisor, Committee	Graduate Program Coordinator	Semester of graduation	Thesis Only	Internal -> dynamic form to GS
15	After the comprehensive examination (51-53), send the Comprehensive Exam Checklist ;	Advisor, Committee	Graduate Program Coordinator	Semester of graduation	Non-Thesis Only	Internal -> dynamic form to GS
16	Dean's Representative Report. The Dynamic form will be sent directly to the Dean's Rep.	Dean's Rep	Graduate Program Coordinator	Semester of graduation	Both	Internal -> dynamic form to GS
17	Pay the Thesis-Dissertation fee, if applicable	Student (thesis option)	Student Business Services	Prior to deadline during semester of graduation	Thesis Only	GS
18	After incorporating committee changes, submit .pdf file of thesis to the ETD site for official review	Student (thesis option)	Graduate School Thesis Coordinator	Semester of graduation (usually 5 weeks before graduation date or no later than posted deadline)	Thesis Only	GS
19	Final grade for thesis hours entered (A or B). Grade will be "CR" until final semester.	Advisor, Committee	Registrar – Final grade roll	End of semester	Both	Via Registrar
20	Submit official .pdf of thesis to ETD web site	Student (thesis option)	Graduate School Thesis Coordinator	Prior to deadline.	Thesis Only	GS

- Master's Thesis Students, Grad School: https://www.depts.ttu.edu/gradschool/academic/masters_thesis.php
- Master's Non-Thesis Student, Grad School: https://www.depts.ttu.edu/gradschool/academic/masters_nonthesis.php