

M.S. Degree (NON-Thesis, Off-campus Soils Option)

CHECKOFF -- REQUIREMENTS FOR M.S. (NON-THESIS, OFF- CAMPUS SOILS OPTION)		
Requirement	Recommended time	Date completed
Memo sent by student's advisor to the Graduate Program Director, with a copy to the student, stating the desired composition of the student's Guidance/Examination committee. Graduate Program Director appoints the Committee	Within 2 semesters of initiation of program	
Student presents Departmental seminar.	Prior to final exam	
Memo sent by student's advisor to graduate faculty, with a copy sent to the Graduate Program Director and the student, inviting them to student's final exam.	At least 7 days before date of exam	
Memo sent by student's advisor to the Graduate Program Director, with a copy to the student, stating that the student has passed final exam. Graduate Program Director will inform the Graduate School if the student passed.	Within 3 years of initiation of program	
<u>If appropriate</u> , Departmental Check-Out Form taken by student to advisor for signature and taken by student to the Graduate Program Director.	Before signing of Degree Eligibility Form	
Copy of Degree Eligibility Form taken by student to the Graduate Program Director and the Department Head for signatures. Student then takes it to the Graduate School.	As soon as Committee approves final report	

