

***M.S. Degree (NON-Thesis, On-campus Option)***

<b>CHECKOFF -- REQUIREMENTS FOR M.S. (NON-THESIS, ON- CAMPUS OPTION)</b>		
Requirement	Recommended time	Date completed
Memo sent by <b><i>student's advisor</i></b> to the Graduate Program Director, with a copy to the student, stating the desired composition of the student's Guidance/Examination committee. <b><i>Graduate Program Director</i></b> appoints the Committee	Within 2 semesters of initiation of program	
<b><i>Department Head</i></b> and <b><i>Graduate Program Director</i></b> meet with the <b><i>student's advisor</i></b> to review progress. <b><i>Department Head</i></b> determines if continued Department funding is appropriate.	In the 3 <sup>rd</sup> semester of a <u>Departmentally funded candidate</u>	
<b><i>Student</i></b> presents Departmental seminar.	Prior to final exam	
Memo sent by <b><i>student's advisor</i></b> 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 <b><i>student's advisor</i></b> to the Graduate Program Director, with a copy to the student, stating that the student has passed final exam. <b><i>Graduate Program Director</i></b> 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 <b><i>student</i></b> to advisor for signature and taken by <b><i>student</i></b> to the Graduate Program Director.	Before signing of Degree Eligibility Form	
Copy of Degree Eligibility Form taken by <b><i>student</i></b> to the Graduate Program Director and the Department Head for signatures. <b><i>Student</i></b> then takes it to the Graduate School.	As soon as Committee approves final report	

