

M.S. Degree (Thesis Option)

CHECKOFF -- REQUIREMENTS FOR M.S. (THESIS OPTION)		
Requirement	Recommended time	Date completed
Memo sent by student's advisor to the Graduate Program Director, with a copy to student, stating the desired composition of the student's Thesis Committee. Graduate Program Director will request appointment of a committee by the Graduate School. The final composition may vary from the advisor's recommendation.	Within 2 semesters of initiation of program	
Department Head, Graduate Program Director, and student's advisor review progress. The Department Head determines if continued Department funding is appropriate.	In the 3 rd semester of a <u>Departmentally funded candidate</u>	
Signed thesis proposal taken by student to the Graduate School. Copy of signed title page given by student to the Graduate Program Director. Graduate Program Director will date and place it in the student's file. Another copy is given by student to the student's advisor.	Before the start of the 4 th semester and no later than 4 months before thesis defense	
Memo sent by student's advisor to graduate faculty, with a copy to the Graduate Program Director and student, inviting them to the student's thesis defense.	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 the outcome of the thesis defense. Graduate Program Director will inform the Graduate School if the student passed.	Within 3 years of initiation of program	
Two copies of thesis taken by student to the Graduate School. Copy of signed thesis title page taken by student to the Graduate Program Director, with a copy to the student's advisor.	As soon as Committee approves thesis	
Student presents Departmental seminar.	Usually during final semester	
Departmental Check-Out Form taken by student to advisor for signature and taken by student to Graduate Program Director.	Before signing of Degree Eligibility Form	
Completed Copy of Degree Eligibility Form taken by student to the Graduate Program Director and Department Head for signatures and then taken to the Graduate School.	As soon as Committee approves thesis	

