

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

CHECKOFF -- REQUIREMENTS FOR M.S. (NON-THESIS, ON- CAMPUS 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	
Department Head and Graduate Program Director meet with the student's advisor to review progress. Department Head determines if continued Department funding is appropriate.	In the 3 rd semester of a <u>Departmentally funded candidate</u>	
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	

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	

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	

Ph.D.

CHECKOFF -- REQUIREMENTS FOR PH.D.		
Requirement	Recommended time	Date completed
Memo sent by student's advisor to Graduate Program Director, with a copy to student, requesting the appointment of a Guidance/Examination Committee and listing the subjects of the comprehensive examination.	Prior to completion of 2 nd semester	
Student presents a preliminary dissertation proposal to the Guidance/Examination Committee. Advisor informs the Graduate Program Director of approval.	Before the beginning of the 3 rd semester	
Memo sent by student's advisor to graduate faculty, with a copy to the Graduate Program Director and the student, inviting them to attend the student's oral comprehensive examination.	Before start of the 5 th semester and no later than 8 months prior to defense	
Memo sent by student's advisor to the Graduate Program Director, with a copy to student, stating the outcome of the comprehensive examination (include vote tally). Graduate Program Director will inform the Graduate School if the student passed.	Before start of the 5 th semester and no later than 8 months prior to defense	
Memo sent by student's advisor to the Graduate Program Director, with a copy to the student, stating desired composition of the Dissertation Committee. Graduate Program Director will request appointment of a committee by the Graduate School. The composition may vary from the advisor's recommendation.	Soon after passage of the comprehensive examination and no later than 8 months prior to dissertation defense	
Department Head, Graduate Program Director, and student's advisor review progress. Department Head determines if continued Department funding is appropriate.	In the 5 th semester of a <u>Departmentally funded candidate</u>	
Student completes residency requirement.	Before approval of proposal	
Original copy of approved proposal taken by student to the Graduate School. Copy of signed title page taken by student to the Graduate Program Director, with a copy to student's advisor. Graduate Program Director will date it and place it in the student's file.	No later than 7 months prior to dissertation defense	
Student presents Departmental seminar.	Usually during final semester	
Memo sent by student's advisor to the Graduate Program Director, with a copy to the student, providing information needed for publishing an announcement of the dissertation defense in the <i>Campus Chronicle</i> . Graduate Program Director will send this to the Graduate School, who will arrange for its publication.	At least 3 weeks before date of defense. Note: Exam cannot be held if the announcement failed to meet the publication deadline.	
Memo sent by student's advisor to graduate faculty, with copies to the Graduate Program Director and the student, inviting them to attend the student's dissertation defense.	No later than 7 days before the defense	
Memo sent by student's advisor to the Graduate Program Director, with copy to the the student, reporting the outcome of the dissertation defense (include vote tally). If student passed, Graduate Program Director will inform the Graduate School.	As soon as defense is completed, and within 6 years of beginning program, unless extension granted	
Two copies of dissertation taken by student to the Graduate School. Copy of signed dissertation title page taken by student to the Graduate Program Director, with copy to the student's advisor.	As soon as Committee approves dissertation	
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	
Copy of Degree Eligibility Form taken by student to the Graduate Program Director and the Department Head for signatures and then taken to the Graduate School.	As soon as Committee approves dissertation	

