<table>
<thead>
<tr>
<th>MS Degree Program Checklist</th>
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<tbody>
<tr>
<td>(Project)</td>
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<td></td>
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<tr>
<td><strong>Student's name:</strong></td>
<td></td>
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<tr>
<td><strong>Advisor:</strong></td>
<td></td>
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<tr>
<td><strong>Expected grad date:</strong></td>
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<tr>
<td><strong>SOL extension done:</strong></td>
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<tr>
<td><strong>Extended to:</strong></td>
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<tr>
<td><strong>Appoint Project Committee</strong></td>
<td></td>
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<tr>
<td>Chair</td>
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<tr>
<td>Member</td>
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<tr>
<td>Member</td>
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<tr>
<td>Meredith sends Project Committee</td>
<td></td>
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<tr>
<td>Memo to Grad School</td>
<td></td>
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<tr>
<td>Advisor sends email to GPD that student is ready to propose (cc: Admins)</td>
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<tr>
<td>Room reservation form sent out and returned</td>
<td></td>
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<tr>
<td>Room reserved</td>
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<tr>
<td>Project <strong>proposal</strong> date</td>
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<tr>
<td>Flyer posted, emailed, and uploaded to Box (As soon as room has been reserved and title known)</td>
<td></td>
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<tr>
<td>Copy of proposal uploaded to Box</td>
<td></td>
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<tr>
<td>Advisor sends email to GPD that project proposal has been passed and that all edits/revisions have been made</td>
<td></td>
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<tr>
<td>Student uploads final version of proposal to Box</td>
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<tr>
<td>Room Reserve Form sent out and returned</td>
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<tr>
<td>Room reserved</td>
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<tr>
<td>Project <strong>defense</strong> date</td>
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<tr>
<td>Event Description</td>
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<td>-------------------</td>
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<tr>
<td>Flyer posted, emailed, and uploaded to Box (As soon as room has been reserved and title known)</td>
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<tr>
<td>Copy of thesis uploaded to Box</td>
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<tr>
<td>Email from advisor to GPD that project defense has been passed and that all edits/revisions have been made</td>
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<tr>
<td>Meredith sends Project Passed Memo to Grad School</td>
<td></td>
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<tr>
<td>Student uploads final version of project to Box</td>
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<tr>
<td>Completed degree checklist and transcript received (3 wks prior to grad deadline)</td>
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<tr>
<td>Degree Eligibility Form (2 wks prior to grad deadline)</td>
<td></td>
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<tr>
<td>SPHHS Notified Exit Survey</td>
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<tr>
<td>Audit from GPD (2 wks prior to grad deadline)</td>
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<tr>
<td>Keys turned in</td>
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<tr>
<td>Remove from listserv / bulletin board</td>
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<tr>
<td>Kinesiology Exit Survey</td>
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</tbody>
</table>

Notes