

Master's Degree Timeline Checklist

✚ Designation of Major Professor

📅 Immediately upon beginning program.

✚ Designation of Advisory Committee and Out-of-Department Representative

📅 During first semester.

✚ Approval of Program of Study (POS) by Advisory Committee, and submission of POS to Dean of Graduate Education

📅 Before middle of second semester.

✚ Approval of Thesis Proposal/Research Problem Plan/Project Topic by Advisory Committee

📅 During second semester.

✚ Comprehensive Written Examination

📅 During final semester, minimum of 3 weeks prior to oral defense. (Examination Schedule Request must be submitted to Graduate Office 5 days prior to exam.)

✚ Thesis submitted to all members of Advisory Committee

📅 Not later than 10 working days prior to oral defense

✚ Oral defense

✚ Not later than 15 working days prior to graduation. (Examination Schedule Request must be submitted to Graduate Office 5 days prior to exam.)

✚ Thesis submitted to Dean of Graduate Education for final approval

✚ After all revisions/corrections mandated by Advisory Committee are complete, minimum of 10 days prior to graduation.

✚ *Make certain you check with campus administration offices (Academic Enrollment Services, Facilities, Cashier's office, Financial Aid and the library) to take care of any outstanding debts or unresolved issues. Please do this prior to leaving campus - diplomas will not be released without any debts or issues being resolved.*