

M.S. Program Student Checklist

Admission

- Admission Letter
- Visa (International Only)
- Submit Assistantship Application Form
- Received Assistantship Offer Letter
- Research Compliance Training
- Social Security Number (International Only)
- Attend Graduate College orientation
- Apply for tuition waivers
- Register for Classes
- Meet with graduate advisor or faculty advisor
- Appointment for First Semester

First Semester

- Meet with advisor to Discuss Plan of Study and Form Supervisory Committee
- Submit Plan of Study
- Register for Classes for 2nd Semester
- Apply for Tuition Waivers
- Appointment for Second Semester

Second Semester

- Register for Classes for 3rd Semester
- Tuition Waivers and Appointment for Third Semester

One Semester Before Graduation and at Least Before End of 3rd Semester

- Thesis Proposal Defense
- Thesis proposal and proposal form submitted to Anastasia Calnick, Department Program Assistant

Subsequent Semesters

- Thesis Progress Review
- Register for Classes
- Tuition Waivers and Appointment for Next Semester

Semester Before Graduation

- Submit Application for Degree (this form needs to be reviewed prior to submission for application for degree)
- Submit Revised Plan of Study (if necessary)

Final Semester

Thesis Students

- Submit Thesis/Portfolio to Advisory Committee Two Weeks Prior to Defense
- Graduate College Review of Thesis
- Thesis Defense
- Check that Committee Review of Student Performance Forms Submitted
- Thesis Submitted to Graduate College

Non Thesis Students

- Submit Portfolio
- Check that Committee Review of Student Performance Forms Submitted