

*Checklist for M.S. Non-Thesis Students**

ACTION	WHEN TO BE DONE	PERSON RESPONSIBLE	DATE COMPLETED AND SIGNED
1. Meet with temporary advisor	First Semester	Student	_____
2. Select major advisor	Advisor match student's interest	Student/Department Head	_____
3. Select advisory committee**	After selection of major advisor	Student/Major Advisor	_____
4. a. Develop Plan of Study	By completion of 12 graduate credits	Student/Advisory Committee	_____
b. Present original signed copy to the Graduate Coordinator to be forwarded to the Graduate School	By completion of 12 graduate credits	Student	_____
c. A copy shall be provided to each committee member	By completion of 12 graduate credits	Student	_____
5. Scheduled Comprehensive Exam	After completion of 27 hours	Student/Major Advisor	_____
6. Complete written portion of Comprehensive Exam	Two weeks prior to Final Defense	Student/Advisory Committee	_____
6. Submit Request to Admit Candidate to Final Defense	Two weeks prior to defense	Student/Advisory Committee	_____
6. Apply for graduation	See deadlines in current <u>Graduate School Policies and Procedures</u>	Student	_____
7. Pay graduation fees	Upon receiving authorization	Student	_____

* One copy each for the student, major advisor, and the department office.

**A minimum of three (3) members