

*Checklist for M.S. 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	In conjunction with selecting research area by the end of the first semester	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. Give each committee member a copy of the Plan of Study	By completion of 12 graduate credits	Student	_____
5. Select thesis problem with approval of committee	Preferably before the end of the second semester for full-time graduate students	Student/Advisory Committee	_____
6. Submit proposal to the committee. Proposal Approval Form and copy of the approved proposal must be filed in the department office.	Preferably before the end of the second semester for full-time graduate students	Student/Advisory Committee	_____
7. Collect data	After approval of proposal by advisory committee	Student/Major Advisor	_____
8. Circulate copy of initial thesis draft, one copy to each committee member	Four weeks prior to final examination, after approval by major advisor	Student/Major Advisor	_____
9. Submit Request to Admit Candidate to Final Defense	Two weeks prior to defense	Student/Major Advisor	_____
10. Apply for graduation	See deadlines in current Graduate School Policies and Procedures	Student	_____
11. Pay graduation fees	Upon receiving authorization	Student	_____
12. Circulate draft of thesis for final examination	Two weeks prior to final examination for major advisor; one week for other	Student	_____
13. Submit Final Examination announcement to AHRM Faculty	One week prior to final Exam	Student/Major Advisor	_____
14. Final examination including public presentation	Consult Graduate School for deadline	Student/Advisory Committee	_____
15. Copy card for department and return to Graduate School.	On day of final examination	Graduate Coordinator	_____
16. Title page and Electronic Thesis & Dissertation form signed by committee	Final changes are finished	Student	_____
17. Submit electronic ETD to Dean of Graduate School	Within two weeks after oral examination. Consult with Graduate School for deadlines	Student	_____

31. Receive clearance of electronic dissertation from Graduate School

Prior to Graduate School deadline.

Student

17. Submit copy for binding to Department Secretary

When title page signed

Student

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

**A minimum of three (3) members.