

M.S./M.A. Checklist

Name: _____

Semester Entered: _____

- ___1. Complete the [Program Planning Form](#) for Temporary Advisory Committee.
- ___2. If English is not your native language, take the [SPEAK Test](#) if necessary. If this exam is not passed, take one of the remedial courses offered by the Graduate School. The SPEAK test must be passed before a Master's degree can be conferred.
- ___3. Meet with Temporary Advisory Committee to review previous training and proposed program of study. Bring Program Planning Form. Meet with temporary or permanent graduate committee near the end of each semester to determine courses to take in the following semester and assess progress in the degree program.

Note: Any modification to academic program hereafter MUST be approved by the committee and an updated Program Planning Form, signed by the committee and dated, must be submitted to the Academic Services Associate for your file.

- ___4. Enroll in and complete ESCI 7000, Art of Earth Sciences.
- ___5. Select a Major Advisor and Permanent Graduate Committee as soon as possible. The Temporary Advisory Committee will be dissolved at the start of Spring Break. You must select your Major Advisor and Permanent Graduate Committee by April 1st. If you fail to do this, a Major Advisor and Permanent Graduate Committee will be assigned to you by the Graduate Coordinator. Submit the [Thesis Committee Appointment Form](#) to the Graduate Coordinator (thesis option only).
- ___6. In consultation with the Major Advisor, write a thesis proposal (thesis option only). Give a copy of the proposal to your graduate committee members. Allow several days for the committee members to read the proposal. Meet with the graduate committee to discuss the thesis proposal and/or any modification of course program. Once the final proposal is approved, complete the [Thesis Proposal Defense Approval Form](#) and deliver it to the Administrative Associate. This should be done as soon as possible, preferably before the end of the 2nd semester.
- ___7. Take the Comprehensive Exam two weeks after the end of the second semester and before the end of the third semester, as determined by your graduate committee. Complete the [Comprehensive Exam Results Form](#) and deliver it to the Administrative Associate.
- ___8. Complete courses to remove undergraduate deficiencies by the end of the first year in residence.
- ___9. Give a "brown bag" discussing your Master's research project after the 1st spring semester but before the end of the 2nd fall semester. The purpose of the "brown bag" will be to inform others about the scope and nature of your research project and to receive constructive criticism. You must have an approved thesis proposal prior to presenting a brown bag.

- ___10. Present your research at a professional meeting or the [Student Research Forum](#) in the second spring term.
- ___11. Complete graduate course work (32 hours for M.S. or 36 hours for M.A.).
- ___12. Apply for graduation. Do this at the start of the semester in which you intend to graduate. Complete the [Apply to Graduate](#) and the [Candidacy Form](#) and the . Check the deadline dates at the very beginning of the semester that you intend to graduate.
- ___13. Review and sign the [Defense Authorization Form](#) 30 days prior to the scheduled thesis defense date. Return this form to the Administrative Associate. Also complete the [Thesis Defense Announcement Form](#) online at least three weeks prior to the defense date.
- ___14. Defend thesis. Complete the [Thesis Defense Results Form](#) and turn the form in to the Administrative Associate.
- ___15. Complete any final revisions to the thesis. Complete the [Final Thesis Approval Form](#) and submit it to the Administrative Associate. Submit the final thesis to the Graduate School electronically.
- ___16. Advisor, in consultation with the committee, must complete the Assessment Rubric Form and submit it to the chair of the Learning Outcomes Committee.

Please Note: Links embedded in this document may change. Consult the [Earth Sciences Student Resources](#) or [Graduate School Forms](#) websites if you have any problems.

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