

**AGECMS Sequence of Formal Procedures
And Checklist for Completion of Graduate Programs**

Student: _____

Degree: M.S. _____

Starting Date: _____

Expected Completion Date: _____

Procedure	Initiated through or approved by	Time	Date Completed & Advisor's Initials
1. Appointment of temporary academic advisor	Graduate Committee Chair	First week of enrollment	
2. Register for coursework	Academic Advisor or Graduate Committee Chair	Each Semester	
3. Selection and appointment of academic or thesis advisor	Student and Department Head	During first regular semester	
4. Selection of program (thesis/non-thesis)	Graduate Committee Chair	Before first registration	
5. Submission of proposed list of courses for whole program	Student and Academic Advisor	End of first semester and update as needed	
6. Select thesis topic* 6a. Students need to read the "Thesis Guide" from GSIE before writing the thesis for proper formatting, etc.	Thesis Advisor	Beginning of second year of study	
7. Selection and appointment of the examination and advising committees and thesis title	Student and Advisor	During second semester	
8. Review of program progress	Academic and/or Thesis Advisor	Each regular semester and summer during pre-registration	
9. Complete coursework per semester and full program	Student	Within deadline	
10. Set date for final oral or written exam	Thesis or Academic Advisor	To be scheduled with thesis committee six weeks before end of program	
11. Schedule date for final oral or written examination	Student with Advisor and Examination Committee	Confirm room reservation and committee participation , four weeks before end of program	
12. Complete thesis*	Student	Within deadline when thesis is ready	

13. Submit thesis to examination committee*	Student	Three weeks before final oral examination	
14. Final presentation of Thesis/project through Seminar requirements	Student	Final semester	
15. Final oral or written examination	Student and Examination Committee	Two weeks before end of program for thesis students; May or December for non-thesis. Needs to be completed before finals of semester intending to graduate.	
16. Pass final exam, notify Graduate School	Academic Advisor	Within deadline	
17. Submit thesis to Graduate School	Student	At least one week prior to end of semester	
18. Apply for Graduation	Student	Within deadline	
19. Complete exit interview	Student	Before departing campus	

*Only applicable for students selecting the thesis concentration or enrolling in Special Problems course.

It is suggested that each student maintain a copy of this form, that one copy be kept in the Academic Advisor's file, and that one copy be maintained in the departmental file. The departmental copy should be initialed and can be dated by the Advisor when each step in the sequence is completed (or at convenient intervals).