

Summary of Steps to Fulfill Master of Science Degree

Establish Advisory Committee	When: During student's first semester
Submit Degree Plan	When: Before the end of student's second long semester and no later than 90 days prior to final oral or thesis defense. (The Graduate School will block registration for the following semester). Approval: Online process after consultation with advisory committee.
Submit Thesis Proposal	When: Before the end of the student's second long semester Approval: Advisory Committee, Associate Department Head, Office of Graduate and Professional Studies
Complete residence requirement, if applicable	When: Before or during final semester Approval: Graduate and Professional School
Apply for Degree; Pay Graduation Fees	When: During the first week of students final semester (see GPS calendar)
Submit Thesis to Advisory Committee • Confirm all degree plan courses are complete.	When: Well before submitting request to schedule final exam.
Submit request for permission to schedule final exam	When: Must be received by the Graduate and Professional School at least 10 WORKING DAYS prior to the exam. Additional time requirements and deadlines are on the Graduate School calendar. NOTE: Results are to be submitted to the Graduate School within 10 working days of the exam. Approval: Advisory Committee, Associate Department Head, and the Graduate and Professional School.
Submit Thesis • Single .PDF file • DocuSign approval form • DocuSign Copyright approval	NOTE: See Thesis Manual for format When: See the Graduate and Professional School calendar for each semester deadline. Approval: Advisory Committee, Associate Department Head

NOTE: Student must be continuously registered until all degree requirements are met.