

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 first long semester. (The Graduate School will put a hold on 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 - submit in Vireo • Thesis approval form - submit in ARCS • Copyright approval - submit in ARCS	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.