

## Graduate Program in Environmental Sciences

### MS (Thesis) Student and Advisor Checklist

This form is for your information. A copy will kept on file in the EVS Program office.  
You should also keep one copy for yourself and give one to your advisor.

**NAME:** \_\_\_\_\_ **Student ID#:** \_\_\_\_\_

<b>Requirements for Candidacy</b>	<b>Date Complete</b>
1. SELECT RESEARCH ADVISOR (Form #1 required, Complete during 1 <sup>st</sup> semester in program) Name: _____	_____
2. INTELLECTUAL PROPERTY AGREEMENT (Form #2 required, Complete during 1 <sup>st</sup> semester in program)	_____
3. SELECTION OF ADVISORY COMMITTEE (Form #3 required, Complete during 2 <sup>nd</sup> semester)	_____
3. PROPOSED PROGRAM OF STUDY (Form #4 required, Complete during 2 <sup>nd</sup> semester)	_____
4. QUALIFYING EXAMINATIONS	
4.1 Qualifying Exam Intent Form (Form #5)	_____
4.2 Results of Qualifying Exam Form (Form #6, Complete prior to the end of 3 <sup>rd</sup> semester)	_____
5. PROPOSAL	
5.1 Draft completed by third semester of enrollment	_____
6. PROPOSAL SEMINAR (Complete prior to end of 2 <sup>nd</sup> semester)	
6.1 Seminar Announcement (Submitted to Program office two weeks prior to presentation)	_____
6.2 Proposal Seminar and Defense Intent Form (Form #7)	_____
6.3 Proposal Seminar Result Form ( <b><u>Presentation of the seminar only</u></b> ) (Form #8)	_____
6.4 Proposal Defense Result Form ( <b><u>Oral Defense only</u></b> ) (Form #9)	_____
7. COMPLETION OF ALL CORE REQUIREMENTS	_____
8. THESIS DEFENSE SEMINAR	
8.1 An <b>INTENT TO GRADUATE CARD</b> should be filed with the Graduate School at the beginning of the semester in which you intend to graduate.	
8.2 Thesis Seminar Announcement (Submitted to Program office two weeks prior to presentation)	_____

8.3 Thesis Defense Intent Form (Form #10) (Complete prior to end of 4<sup>th</sup> semester) \_\_\_\_\_

8.4 Thesis Defense Result Form (Form #11) \_\_\_\_\_

## Thesis

### 10. THESIS COMPLETION

10.1 Thesis Completion Form (Form #12) must be submitted to the EVS Program office before your thesis can be submitted to the graduate school. \_\_\_\_\_

## **LAST SEMESTER CHECKLIST**

- a. Pay Registrar for Graduation Fee
- b. File Intent to Graduate Card
- c. Complete final oral defense of thesis
- d. Pay Thesis Binding Fee and submit copies of thesis to the graduate school

## **CONTINUING REQUIREMENTS**

### Continuous Enrollment

- Subsequent to passing Proposal Examination
- One semester hour of thesis/regular semester
- One hour/at least one summer term each year

### Satisfactory Progress

- A "B" or better in core courses

### Time to Degree

- Minimum 30 hours of graduate study beyond baccalaureate degree
- Degree requirements completed within six calendar years after admission

### Residence Requirement

- One year of full-time residency normally required

## **COMPLETION CHECK**

1. To assess your status against the program guidance
  - a. Review the Graduate bulletin (See Checklist Before Graduation)
  - b. Compare student file in EVS against requirements
  - c. Update any files, forms, signatures or CV as needed
  - d. Outline calendar of events against deadlines
  
2. To confirm progress with your Master's Advisory Committee Chair
  - a. Establish calendar for final reviews of thesis drafts
  - b. Inform advisory committee members of status and anticipated reviews
  - c. Inform committee, offices, and public of intent for thesis defense

3. For the thesis defense, provide and/or collect:
  - a. Scheduled date and place to EVS and graduate offices
  - b. Communication to all masters advisory committee members
  - c. Forms to be signed:
    - i. Thesis Defense results
    - ii. Thesis approval
  - d. Editorial comments for revisions and dates for final review
  
4. Upon completion, students will provide
  - a. Bound copies of the thesis
  - b. Updated student file in the Graduate and EVS office
  - c. Forwarding information
  - d. An exit interview with the Program Director
  - e. An exit comment and evaluation form