

Progress Checklist for MS and M.ENG

M.S. non-thesis students and M. Eng. students:

Upon enrollment/first semester:

- Check with your Program Coordinator or Advisor regarding Graduate Advisory Committee requirements for non-thesis students

During your second semester

- Obtain approvals of Program of Study (POS) by Advisor or Graduate Advisory Committee and submit it to the Office of Graduate Education.

At least one semester PRIOR to semester of graduation (NOT during the semester of graduation):

- Review and **revise Program of Study** as necessary.

During final semester:

- Complete non-thesis project defense (if required by program/committee)
- Complete comprehensive coursework exam (if required by program). Can be scheduled with non-thesis project defense or separately.

M.S. thesis students:

During your first semester:

- **Find a Major Professor** within your department or program.
- In consultation with your major professor, **form a Graduate Advisory Committee**.
- **Accelerated MS students** must **obtain approval of a Program of Study** (POS) in the first semester.

During your second semester:

- **Obtain approval of first Program of Study** (POS) by Graduate Advisory Committee and submit it to the Office of Graduate Education. (*Due before mid-term of the second semester.*)

At least one semester PRIOR to semester of graduation (NOT during the semester of graduation):

- Review and **revise Program of Study** as necessary.

During final semester:

- Comprehensive coursework exam: May be required by some programs. Can be scheduled along with the thesis defense or separately.
- **Thesis defense**. (*See Graduate Education website for published deadline dates.*) Allow 8-10 weeks to complete the major professor review, committee review, defense and final revisions.
- **Submit thesis**, after it has been defended and approved by the entire committee, to the Office of Graduate Education to be reviewed for grammatical corrections and final approval by the Dean of Graduate Education. (*See Graduate Education website for published deadline dates.*)
- **Final check out** – Complete the Graduate Student Checkout Sheet. International students, check with the Ivanhoe International Student Center.