

Degree Progress Checklist (Updated Fall,2007)DATE

Return signed form accepting GA offer	
Register for GEOL 7001 if receiving RA for summer	
Obtain copy of Graduate Student Handbook from Graduate School	
Meet with the Graduate Director/faculty advisor to discuss undergrad deficiencies and select courses	
Take comprehensive examination	
Attend Introductory Meeting for Graduate Students	
Attend training sessions for new Teaching Assistants	
(Out-of-state students only) Begin taking steps to be granted in-state residence status.	
Sign GA contract & complete other hiring paperwork	
Complete make-up work for comprehensive exam	
Section	
Section	
Section	
Ensure official passage of comps recorded on RG311M	
Meet with a sufficient number of faculty members to make a well-informed decision about a thesis project	
Choose a thesis advisor and project	
(Out-of-state students only) Check with Graduate Director to insure that information about GA/OSTW status has been entered into the university system for the second semester	
If switching from thesis to non-thesis option ensure appropriate form is completed by department.	

DATE

Submit copy of <u>firstdraft</u> thesis proposal to GradDir	
Defense of thesis proposal	
Proposal signed, defended, and copy filed in GR 101	
Complete Geologic Manuscripts (GEOL 6900)	
Apply for summer research money and OSTW (Must have successfully defended proposal by end of Spr.semes.)	
(Out-of-state students) Apply for in-state residence by June>Show Grad.Dir.application before submission	
Read "Manual of Basic Requirements for Theses and Dissertations"	
Ensure all work to remove grades of "I" is completed including GEOL 7001 taken during the summer	
Complete course work except GEOL 7000	
REGISTER for GEOL 7000 the semester of graduation	
Apply for graduation (by ~1/21 or 9/4;Whichard 102) Name should appear as desired on diploma.	
Submit "Closeout of Research Space" form to Graduate Director who will then submit GRAD SUMMARY	
Choose courses to be designated (NA) on Grad Summary	
Graduate Director completes GRAD SUMMARY & RG 312 Must be done by ~1 1/2months before semester ends Ensure all transfer credits have been recorded	
Complete "Graduate Student Exit Survey" on ONESTOP	
Submit first draft of thesis to advisor	
Take copy of first draft approved by thesis advisor to the Assoc. Dean of the Graduate School for review	

DATE

Schedule defense date & inform department secretary	
Retake portions of Comps Exam for Dept. Assessment	
Defend thesis	
Thesis committee & department chair sign thesis after necessary changes are made	
Only the original copy of the final draft of your thesis should be printed on department machines. All additional copies should be reproduced commercially.	
Submit corrected copy of thesis to Graduate School (By ~ April 21st of Spring semester)	
Ass. Dean of Graduate School signs Thes. Acknow. form	
Submit 3 thesis copies to Library w/ Thes. Ackn. form	
Return Thes. Ackn. form to Graduate School & Registrar	
Supply Grad. Dir. w/ copy of title page & abstract, # of pages, plates and tables, type and scale of fold-out maps, and # of references cited	

1. Whenever a student receives a grade of "I" in a graduate course they must immediately put in writing what is required to remove the grade of incomplete, using the form supplied by the Graduate Director. The instructor must then sign the form and it must be placed in the student's file in the main office.
2. During the first spring semester in residence, students should take the course in Preparation of Geologic Manuscripts.
3. Returning students receiving assistantship funds during either first or second Summer Session must pre-register for the fall semester in order to be issued a check.
4. Well before the end of the spring semester out-of-state student must request the Graduate Director to apply for a summer out-of-state-tuition-waiver (OSTW) for them, if they intend to take courses during the summer.