

## Checkpoints for the Master's Candidate

**Dean** — Dean of Toulouse School of Graduate Studies

**GA** — Graduate Adviser

**ADCom** — Advisory Committee

**DC** — Department Chair

**MP** — Major Professor

Procedure	Initiate Through	Approved By	Time
1. Apply for admission. Submit all official transcripts and an official copy of the appropriate standardized test score.	Dean	DC and Dean	At least six weeks prior to registration (seven-eight months prior to registration for foreign students). Note: Some programs have specific deadlines in advance of these suggested time periods.
2. Become familiar with general regulations and appropriate master's degree section of catalog.			Before registration.
3. Meet with graduate adviser assigned by department chair to plan course of study for first semester.	DC and GA	GA	Before first semester registration.
4. Establish advisory committee; prepare proposed degree program.	GA and DC	MP, DC and Dean	Upon or before completion of 12 semester hours.
5. If thesis is required, determine procedure.	ADCom	Dean	Per departmental requirements.
6. Apply for graduation.	Dean	Dean	See deadline in Academic Calendar.
7. Check to be sure degree program and Advisory Committee are up to date and all course work is complete.			Well before final comprehensive examination. Follow regular procedures for changes.
8. Schedule and complete final comprehensive examination.	ADCom		Follow deadlines in Academic Calendar.
9. Submit final copy of thesis.	ADCom and DC	Dean	By deadline date in Academic Calendar.
10. File graduate application to continue graduate study, if the student so plans.	Dean	DC and Dean	Immediately upon completion of all requirements for master's degree.
11. Arrange for cap and gown at University Bookstore.			By deadline date for placing order.