

### Checkpoints for the COE Master's Candidate

**All application deadlines are the responsibility of the student.**

**Std** = Student, **DC** = Department Chair, **PC** = Program Coordinator (Dept), **MP** = Major Professor, **Adv** = Advisor, **AdCom** = Advisory Committee **GS**= Graduate School, **Dept**= Department **SAO** = COE Student Advising Office, **Dean** = COE Dean

Procedure	Initiated By	Approved By	Time
1. Apply for admission to <a href="#">Graduate School</a> . Complete all departmental/program requirements. Submit all official transcripts and an official copy of GRE/GMAT scores. (Complete: Student Application for Admissions*).	<b>Std</b>	<b>GS</b>	At least 6-8 weeks prior to registration (7-8 months prior to registration for foreign students) Note: Some programs have specific deadlines in advance of these suggested time periods
2. Apply for admission to a particular master's program See program web pages for specific materials needed to complete program application.	<b>Std</b>	<b>Dept</b>	At the same time you are applying to the Graduate School or soon after.
2. Become familiar with general regulations and appropriate master's degree section of catalog.	<b>Std</b>	-	Before registration
3. Plan course of study for first semester with your assigned advisor. Expected time to completion: full-time – 2.5 yr, part-time 4 yr.	<b>Std</b>	<b>Adv, or MP</b>	Before first semester registration
4. Identify MP/Adv and complete degree plan.	<b>Std</b>	<b>MP or Adv</b>	As soon as possible after admission, and no later than the semester you complete 15 semester hours.
5. Submit degree plan (1 original & 4 copies) to PC (PO). (Complete Master's Degree Plan.)	<b>MP or Adv</b>	<b>PC, DC, Dean, GS</b>	As soon as possible after admission, and no later than the semester you complete 15 semester hours.
6. PO sends copy of degree plan to student.	<b>PC</b>		
7. Degree plan changes may be made. (Complete <a href="#">Change in Graduate Degree Plan and/or Committee Composition</a> .) (Follow same steps as 5 & 6 above.)	<b>Std</b>	<b>PC, DC, Dean, GS</b>	As need arises
8. Check to be sure degree program is up to date and all course work is completed.	<b>Std</b>	<b>MP or Adv</b>	Well before final comprehensive examination or equivalent. Follow regular procedures for changes.
9. Apply for graduation. (Complete: <a href="#">Application for Graduation*</a> )	<b>Std</b>	<b>GS</b>	See deadlines in Academic Calendar
10. Thesis Option – follow department procedures.	<b>MP</b>		
11. Non Thesis Option - Follow departmental procedures.	<b>MP</b>		