

PBGG CHECKLIST for M.S.

Name _____

First semester of residence _____

Major Professor _____

Date completed	Check Requirements Completed	Deadline
_____	Appointment of Major Professor	First semester
_____	Appointment of Advisory Committee <i>(form required)</i> _____ Composed of major professor who serves as chair, and 2 other faculty. _____ The chair and at least one other member of the committee must be regular members of the graduate faculty. (If more than three members are appointed to the committee, a majority of Graduate faculty members must be maintained).	Before the end of the second semester of residence
_____	First Committee Meeting and Thesis Proposal submission to Committee and Administrative Manager	Before the end of the second semester
_____	Program of Study <i>(form required)</i> _____ Requires at least 30 hrs of graduate credit. No more than 6 hrs of research (PBGG 7000) can be applied to the 30-hour total. _____ At least 12 of the 30 hrs must be in courses open only to graduate students. (These hours cannot be satisfied by Master's research or independent study). _____ Includes 3 hr of PBGG 6140. _____ Includes 1 hr of PBGG 8861 (seminar). _____ Includes 3 h of PBGG 6000 _____ Includes one Statistics course (STAT 6220 or STAT 6315 or FANR 6750 or higher) _____ Includes 3 hr of PBGG 7300. _____ Is approved by the advisory committee, major professor, graduate coordinator & graduate school.	By the end of the second week of classes the semester of graduation

_____	Residency Requirement _____ Minimum residence requirement is one academic year (two semesters of full-time study).	
_____	Application for Graduation <i>(form required)</i>	Prior to the deadline of the semester that you are graduating

<p>_____</p>	<p>Thesis (<i>form required</i>) _____ Approved by major professor and distributed to advisory committee at least three weeks prior to exam. _____ Approved by advisory committee. _____ Format approved by Graduate School. _____ Registration requirement of at least 3 hr during the semester thesis is completed and submitted. _____ Submission of an Electronic Thesis and Submission approval form. _____ Electronic copy submitted to Administrative Manager</p>	<p>Final version must be electronically submitted to the Graduate School at least two weeks prior to graduation</p>
<p>_____</p>	<p>Final Oral Exam/Exit Seminar (<i>form required</i>) _____ Scheduled with Institute at least two weeks prior to exam. _____ Registration requirement of at least 3 hr during the semester the exam is taken and reported. _____ Performance Evaluation Form required to be completed by all committee members at oral exam.</p>	<p>Results reported to the Graduate School at least one week prior to graduation</p>
<p>_____</p>	<p>Exit Interview _____ Schedule Exit Interview with Institute Director</p>	<p>Must be completed before graduation</p>