

Steps Required to Earn a Master's Degree

STEP		WORK WITH	SUBMITTED TO	WHEN
1	Select first semester courses	Graduate Advisor	Graduate Advisor	Prior to registration
2	Plan courses for degree and timeline for completing them. Ask about additional departmental requirements and plan to meet them.	Graduate Advisor	Graduate Advisor	Prior to or early in first semester
3	Make changes in degree plan and timeline as needed	Graduate Advisor	Graduate Advisor	When needed
4	If pursuing Thesis option, set up Supervising Committee	Graduate Advisor or Chair of Supervising Committee	Graduate Advisor or Chair of Supervising Committee	After first semester of master's coursework.
5	Verify that coursework requirements for degree have been met	Graduate Advisor	Graduate Advisor	Prior to intended semester of graduation
6	Apply to graduate through MyMav (see Graduation website).	Student (but talk about plan with Graduate Advisor or Chair of Supervising Committee first)	Online Apply to Graduate utility in MyMav	Prior to application to graduate deadline in the semester of graduation
7	Non-thesis or thesis substitute options: Take required Comprehensive Examination or Capstone course or Internship course as program requires.	Graduate Advisor or Chair of Examination Committee	Graduate Advisor or Chair of Examination Committee	Typically in the semester of graduation
8	Non-thesis or thesis substitute options: After the comprehensive examination, advisor submits	Graduate Advisor	Office of Admissions and Records	Before end of semester of graduation
9	Non-thesis or thesis substitute option: Earn required passing grade on the required Comprehensive Examination or capstone course or internship course	Examination Committee or course instructor	Examination Committee or course instructor	End of semester of graduation
10	Thesis option: Enroll in 5698	Student Responsibility	Graduate Advisor	Semester of graduation
11	Thesis option: Schedule thesis defense prior to semester deadline to hold defense (see Graduation website)	Graduate Advisor or Chair of Supervising Committee	Graduate Advisor or Chair of Supervising Committee	Semester of graduation
12	Thesis option: Submit draft of thesis to the ETD desk for the "mechanical check" prior to semester deadline (see Graduation website) and obtain approval	Student Responsibility	ETD Desk	Prior to the mechanical check deadline
13	Thesis option: After the thesis defense, obtain supervising committee signatures on Final Master's Exam Report	Supervising Committee	Office of Admissions and Records	Prior to semester deadline to complete all degree requirements
14	Thesis option: Complete all required revisions to thesis and obtain approval to submit final copy	Student Responsibility	Supervising Committee /Chair of Supervising Committee	Prior to semester deadline to all complete degree requirements
15	Submit final version of thesis	Student Responsibility	ETD Desk	Prior to semester deadline to complete all degree requirements