

PROTOCOL FOR TRACKING M.S. STUDENT PROGRESS TOWARD MILESTONES

First semester

- Student works with interim adviser, as assigned in offer letter
- 501 instructor alerts interim adviser of any progress issues

Second semester

- *Committee formation*
 - **by Feb 1:** Student confirms committee chair in 502 course
 - **on Feb 1:** 502 instructor reports committee chair selections to DA
 - **by April 1:** Student selects committee members in 502 course and submits signed committee form to GES office
 - **on April 1:** DA reviews faculty eligibility for committee members listed on form; submits grad-faculty request to OGS if needed; then files committee form in student personnel file
- *Program of Study*
 - **early April:** Student submits draft POS in 502 course; instructor sends POS to grad director; grad director review POS for errors/concerns/signature
 - **by April 15:** student submits signed POS to GES office
 - **on April 15:** DA files/copies POS and forwards it to OGS
- *Progress issues*
 - 502 instructor alerts committee chair of any progress issues

As needed

- *Chair/Committee revisions*
 - Student submits revised committee form to GES office
 - DA updates department file with any new committee forms submitted
- *Exemptions*
 - Student requests approval from grad director for POS exemptions, if needed
 - Grad director writes memos, submits to GES office
 - DA files/copies memos, submits to OGS

Semester before graduation

- **first week of semester:** Grad director reminds students that POS should be submitted/updated by OGS deadline
- **by OGS deadline:** Student submits revised POS to GES office, if needed
- **mid-semester:** DA coordinates with students & grad director to update graduation list
- **last week of semester:** DA confirms with student that committee form is correct and that student is enrolled in proper credits for final semester
- **last week of semester:** DA submits graduation list to OGS

Semester of graduation

- **by Sep 1 for fall or Feb 1 for spring**
 - Student schedules defense date/time with committee
 - Student works with DA to schedule room
 - DA reminds student/adviser to submit Announcement of Exam form
- **Two weeks before defense**
 - Student submits Announcement of Exam form to GES office
 - DA files/copies announcement and submits to OGS
 - DA forwards title/date to website coordinator for online posting
 - DA send announcement to email lists
 - DA notifies assessment coordinator

At or after MS defense

- Adviser completes Report of Examination form, with committee signatures
- Comm. members complete Report on Thesis form (if Plan I), submit to committee chair
- Adviser submits all paperwork to Dept chair for signature; chair submits to GES office
- DA files/copies all paperwork, submits to OGS
- Committee completes assessment forms; submits to assessment coordinator