

Timeline for MS *Thesis* Completion

Semester	Task(s)
1 Fall	<ul style="list-style-type: none"> • Identify & confirm mentor • ESS 6550 Intro to Research Methods
2 Spring	<ul style="list-style-type: none"> • Complete <i>Request for Supervisory Committee</i> form • Committee meeting to propose/discuss remaining coursework & thesis
3 Fall	<ul style="list-style-type: none"> • ESS 7850 (1 cr.) Graduate Seminar • Thesis is proposed in this or the following semester • Mentor signs <i>Comprehensive Exam for the M.A. or M.S. Degree</i> form upon successful proposal of the thesis • Complete <i>Application for Admission to Candidacy</i> form*
4 Spring	<ul style="list-style-type: none"> • Copy of thesis to the committee AND to the Thesis Editor 2 weeks prior to the defense for preliminary formatting screen • Thesis defense announced 1-2 weeks prior by email <i>and</i> written notice • Committee signs and completes <i>Report of the Final Oral Examination and Thesis for the Master's Degree</i> form immediately after the defense (don't wait!) • Committee signs <i>Master Supervisory Committee Approval</i> form when all required changes have been made to the thesis • Thesis given to the Thesis Editor for format approval** • Department Chair reads thesis & signs <i>Final Reading Approval</i> form • Final three copies of thesis + <i>Final Reading Approval</i> form and other required documents are turned into the Graduate School** • Graduation^

*For spring graduation, the Candidacy form is due by the beginning of November. For summer, in March and for fall, in June. ***IRB approval or exemption or IACUC approval must be included with this form.***

**Students should follow *A Handbook for Theses and Dissertations*, available through the Graduate School, for formatting guidelines and for preparing final copies of the thesis.

^Students should confirm that all thesis research (ESS 6970), independent study (ESS 6951), internship (ESS 6910) or other arranged course grades have been assigned by the mentor faculty member before graduation.

- Students should submit all completed forms to the graduate administrative assistant (Bernadene Butters in PEAK, HPR-E 217), with the exception of the Master Supervisory Committee Approval and the Final Reading Approval forms.
- Work on the thesis must be directed and approved by the supervisory committee
- 32 total credit hours are required for graduation
 - A minimum of 6 and maximum of 10 credit hours of thesis research (ESS 6970) should be applied to the program of study
 - Students must register for a minimum of 3 credit hours per semester; students receiving a tuition waiver must register for a minimum of 12 credit hours per semester
- Students may obtain tuition waiver, partial or full, for four semesters
- Degree must be completed within 4 years (preferably within 2 as outlined above)