

## APPENDIX 7

### Graduate Student Chronological Checklist (departments may vary)

#### Timing

#### Items

During 1<sup>st</sup> semester register and before filing Plan of Study:

English requirements satisfied (if School or Department has one).

Before end of 1st semester in MS non-thesis option program; before end of one calendar year after enrolling in MS thesis or Ph.D. program:

Select major professor and advisory committee. Prepare and complete the electronic *Plan of Study*. Ensure transcripts on file for all previous coursework and degree; and excess undergraduate credit certified by previous school. Subsequent changes to a Plan of Study must be approved by student and committee.

Written prelims for Ph.D. student:

Plan of Study must have been filed for this to occur.

At least 2 weeks prior to Ph.D. oral prelims:  
(Orals follow written; no prelims for MS)

File *Request for Appointment of Examining Committee* (GS Form 8 applicable to either degree) and provide examining committee with written material (e.g., proposal) to be a part of the exam.

At least 2 semesters prior to Ph.D. defense:

Ph.D. prelims passed and *Report of the Preliminary Examination* (GS Form 10) returned to the Graduate School within 48 hours of exam.

Before oral defense of Ph.D.:

Submit an acceptable research grant proposal to the department. (This may have been part of oral prelims. If so, no further action necessary.)

End of session in which degree is expected:

All coursework is completed and incomplete grades cleared.

At least 2 weeks prior to final exam:

File *Request for Appointment of Examining Committee* (GS Form 8) for Ph.D. and MS degrees (this form generates the requisite paperwork). Provide committee members with complete thesis copy. Your major professor should be satisfied that this is an acceptable final draft.

Before the end of the last session:

Final exam passed and reports filed with the Graduate School (*Report of the Final Exam* GS Form 11 for Ph.D.; *Report of Master's Examining Committee* GS Form 7 for MS) within 2 weeks of final exam.

Thesis/dissertation submitted to Graduate School thesis office.

Microfilming fee paid at Bursar's Office (Ph.D. only).

Ph.D. Students: Complete survey of Earned Doctorates in the United States. All students complete exit questionnaire. In order to receive your mail, including your W-2 for tax purposes, complete the School of Pharmacy Check-out form.

- A. Plan to register early each semester in accordance with Section 10 of the Policies and Regulations Manual.
- B. Undergraduate or graduate course work in excess of degree requirements can be used only if approved by your graduate committee and is certified as excess by the registrar of your previous school.
- C. Solicit advice about procedural problems from your major professor, department head, of the Office of the Associate Dean for Research and Graduate Programs.
- D. Incomplete course grades must be cleared by 12 weeks into the 2<sup>nd</sup> subsequent semester following the semester in which the incomplete was received. (In this case, summer does not count as a semester.)
- E. You must be registered in the session in which you graduate. Privileged registration may apply.