

MS Program Checklist

▶ **Before the end of your first semester...**

- Appointment of Advisory Committee
- First Committee Meeting
- Submit Advisory Committee form
- Submit Program of Study form

▶ **Before the end of your first calendar year...**

- Submit the Research Prospectus form

▶ **The semester before you plan to graduate...**

- Make a graduation check appointment with Graduate Office
- Submit your application for graduation through Athena
- Submit a Recommended Change in Program of Study (if applicable)

▶ **Your last semester...**

- Submit electronically for format check by deadline issued by the Graduate School
- Schedule your Final Oral Examination and Thesis Defense (if they are to be held separately, you will need to submit a Notice of Examination form for each event)
- Schedule your Exit Interview

▶ **(At least) three weeks before your Oral Exam & Thesis Defense...**

- Submit the Notice of Examination form – informing the Graduate Programs Office of the details of your Final Oral Examination
- Notify the Graduate Office if you will be attending Warnell graduation