

## Master's Degree Check List

Important procedures for completing the master's program in the Department of Geography Environment, and Sustainability are outlined below. It is the student's responsibility to work with his or her advisor to complete this checklist and submit to the Graduate Director by March 1 (October 1 if first semester in program was spring semester).

### *Completed Hours of Coursework: 0 – 9 (Semester I)*

- \_\_\_\_\_ Work with your *temporary* advisor (the Director of Graduate Study) to select initial coursework
- \_\_\_\_\_ Complete any remedial undergraduate coursework required
- \_\_\_\_\_ Complete a *preliminary plan of study* with the Director of Graduate Study
- \_\_\_\_\_ If you have graduate credits you want to transfer from another program or university (*that have NOT been used to satisfy a previous degree requirement*), complete the *Graduate Student Request for Transfer Credit* and file **with** your preliminary plan of study (nine credit maximum)
- \_\_\_\_\_ Submit your *preliminary plan of study* to the Director of Graduate Study for routing to the Graduate School

### *Completed Hours of Coursework: 10 – 18 (Semester II)*

- \_\_\_\_\_ Declare a Master's track or capstone experience by March 1 (October 1 if first semester in program was spring semester)
- \_\_\_\_\_ Select a chair for your *Master's Committee* (thesis, internship, non-thesis)
- \_\_\_\_\_ Work with your chair to select the rest of your *Master's Committee*
- \_\_\_\_\_ Committee will meet with you to evaluate your current level of preparation through a series of oral questions
- \_\_\_\_\_ Complete the form *Results of Master's Comprehensive Examination* and submit to the Director of Graduate Study for routing to the Graduate School
- \_\_\_\_\_ Work with your chair to complete either a thesis or internship topic approval form, or if your track is non-thesis, a table of contents for your professional portfolio

\_\_\_\_\_ Complete the appropriate committee form and submit to the Director of Graduate Study

***Completed Hours of Coursework: 19 – 27 (Semester III)***

\_\_\_\_\_ Continue taking elective courses

***Completed Hours of Coursework: 27 – 34/37***

\_\_\_\_\_ Apply for graduation

\_\_\_\_\_ Finish your master's experience!

If you are completing a thesis, please note that faculty serve on multiple committees so you will need to schedule your defense well in advance of the date in consultation with your advisor. Specifically, you will need to:

\_\_\_\_\_ Schedule your thesis defense with the Director of Graduate Studies no later than 5 weeks into the beginning of the semester you wish to defend

\_\_\_\_\_ Defend your thesis no later than 10 weeks into the beginning of the semester you wish to graduate

\_\_\_\_\_ File the requisite copies of the final thesis with the Graduate School before the Graduate School deadlines

\_\_\_\_\_ File the *Results of Oral Examination in Defense of Thesis/Dissertation* form with the Director of Graduate Studies and the Graduate School

If your master's is based on an internship, presentations are scheduled on the last 1 – 2 GEO Club Wednesdays, on a first-come, first-serve basis. Specifically, you will need to:

\_\_\_\_\_ Schedule your internship presentation in consultation with your advisor and the Director of the Geo Club no later than five weeks into the beginning of the semester you wish to defend

\_\_\_\_\_ Present your project during the Geo Club meeting slot to which you are assigned (presentation lengths should be a maximum of 12 minutes)

If your capstone is a professional portfolio:

- \_\_\_\_\_ Schedule your portfolio review with the chair of your committee no later than 10 weeks into the beginning of the semester you wish to graduate
  
- \_\_\_\_\_ Complete portfolio; give copy to department after approval page has been signed