

## MASTER'S PROGRAM

When	What To Do
Before first semester registration	Meet with faculty mentor to plan course of study for first semester
	-Attend Graduate School orientation. -ITA English test (required for international TA) -Clarify TA/RA duties and expectations if applicable
At end of first year of graduate work (thesis); By December 1 <sup>st</sup> of first semester (non-thesis)	-Submit Program of Study (POS) -Form your committee
During last semester See deadlines set by Grad School	-Apply for degree -Register for 2 credits of CE 700/702
At least one month before scheduling final examination	-Submission of final draft of thesis to committee -Follow the <i>7 Steps for Submitting a Thesis/ Dissertation...</i>
At least 10 working days before requested examination or no later than (see Grad School for deadlines)	-Schedule your final exam -Email Dena a pdf copy
Within 5 working days of your exam	-Submit all required final documents to the Grad School -Give Dena a printed final copy for binding

## Ph.D. PROGRAM

When	What To Do
Before first semester registration	Meet with faculty mentor to plan course of study for first semester
	-Attend Graduate School orientation. -ITA English test (required for international TA) -Clarify TA/RA duties and expectations if applicable
Before the end of first year of graduate work	Qualifying exam
In your 3 <sup>rd</sup> semester of graduate work and after passing qualifying exam	-Submit Program of Study (POS) -Form your committee
After approval of Program of Study and completion of a substantial portion of the program. At least one semester prior to defense.	-Preliminary exam (register for 2 credits of CE 800) -Apply for ABD status.
During last semester See deadlines set by Grad School	Apply for degree (register for 2 credits of CE 800)
At least one month before scheduling final examination	-Submission of draft of dissertation to committee -Follow the <i>7 Steps for Submitting a Thesis/ Dissertation...</i>
At least 10 working days before requested examination or no later than (see Grad School for deadlines)	-Schedule your final exam -Email Dena a pdf copy
Within 5 working days of your exam	-Submit all required final documents to the Grad School -Give Dena a printed final copy for binding