

Graduate Student Progress Checklist

Masters Program

| ✓ | Procedure | Timing |
|---|--|--|
| | Meet with Advisor & Grad Studies Committee | Beginning of 1st year |
| | Coursework largely completed | By end of 1st year |
| | Submit Degree Program Form | 1st year , after 10 credits; or no later than the end of the 1st year |
| | All thesis credits must have been completed. | Before the defense. |
| | Final Exam -Oral Defense for Plan A MS; -Oral or written exam for Plan B MS) | End of 2nd year |

PhD

| ✓ | Procedure | Timing |
|---|---|---|
| | Meet with Advisor & Grad Studies Committee | Beginning of 1st year |
| | Coursework largely completed | By end of 1st year |
| | Submit Names of 4 examiners to GSC for Written Prelims | Fall of 2nd year |
| | Submit Degree Program Form | Fall of 2nd year (before written prelims) |
| | Written Prelim Exams | <i>Early</i> Spring of 2nd year |
| | Declare Minor/Supporting Program | Before oral prelims |
| | Submit Research Proposal to DGS | One month before oral prelims |
| | Submit Research Proposal to each member of his/her committee and a one-page summary to faculty and grad in the department | Two weeks before oral prelims |
| | Oral Prelim Exams | Late Spring or Summer of 2nd year |
| | All thesis credits must have been completed. | After passing orals and before defense. |
| | Submit Thesis/Project Proposal to the Grad School/Set-up Final Defense Committee | Spring of 3rd year |
| | Final Defense | End of 4th year |

Appendix II

Updated 07/10/02

PhD with MS or equivalent

| ✓ | Procedure | Timing |
|---|---|--|
| | Meet with Advisor & Grad Studies Committee | Beginning of 1st year |
| | Submit Names of 4 examiners to GSC for Written Prelims | End of Fall of 1st year |
| | Submit Degree Program Form | End of Fall of 1st year (before written prelims) |
| | Coursework largely completed | By end of 1st year |
| | Written Prelim Exams | <i>Early Spring</i> of 2nd year |
| | Declare Minor/Supporting Program | Before oral prelims |
| | Coursework largely completed | By end of 1st year |
| | Submit Research Proposal to DGS | One month before oral prelims |
| | Submit Research Proposal to each member of his/her committee and a one-page summary to faculty and grad in the department | Two weeks before oral prelims |
| | Oral Prelim Exams | Late Spring or Summer of 2nd year |
| | All thesis credits must have been completed. | After passing orals and before defense. |
| | Submit Thesis/Project Proposal to the Grad School/Set-up Final Defense Committee | Spring of 2nd year |
| | Final Defense | End of 3rd year |

PhD at Duluth

| ✓ | Procedure | Timing |
|---|---|--|
| | Meet with Advisor & Grad Studies Committee | Beginning of 1st year |
| | Submit Names of 4 examiners to GSC for Written Prelims | End of Fall of 1st year |
| | Submit Degree Program Form | End of Fall of 1st year (before written prelims) |
| | Coursework largely completed | By end of 1st year |
| | Study at Twin Cities Campus | Worked out with student and advisor. |
| | Written Prelim Exams | <i>Early Spring</i> of 2nd year |
| | Declare Minor/Supporting Program | Before oral prelims |
| | Coursework largely completed | By end of 1st year |
| | Submit Research Proposal to DGS | One month before oral prelims |
| | Submit Research Proposal to each member of his/her committee and a one-page summary to faculty and grad in the department | Two weeks before oral prelims |
| | Oral Prelim Exams | Late Spring or Summer of 2nd year |
| | All thesis credits must have been completed. | After passing orals and before defense. |
| | Submit Thesis/Project Proposal to the Grad School/Set-up Final Defense Committee | Spring of 2nd year |
| | Final Defense | End of 3rd year |

Appendix II

Updated 07/10/02

Appendix II
Updated 07/10/02