

Master's Degree Check List

Important procedures for completing the master's program in the Department of Geography 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*
- _____ 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

Student's Signature _____

Advisor's Signature _____

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

- _____ Complete a *Comprehensive Exam Schedule* form and submit to the Director of Graduate Study (see appendix)
- _____ Continue taking elective courses
- _____ Take the written comprehensive exam
- _____ Complete the form *Results of Master's Comprehensive Examination* and submit to the Director of Graduate Study for routing to the Graduate School

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