

**MS – Thesis – Plan A Student Checklist**

Date Completed	Item/Action	How it Happens	Timeline
	Advisor Assignment	Student will be given an interest questionnaire and will be assigned an advisor based on the student’s interests, career goals, etc.	Mid 1 <sup>st</sup> semester – Beginning of 2 <sup>nd</sup> semester
	Advisement on Research Focus and Tentative Program of Study	Student and advisor meet to (a) identify a focus area of research, (b) describe how to review research (or direct the student to specific research to read), and (c) consider specific courses for a program of study	2 <sup>nd</sup> semester
	Committee Formation / SCAF	The student will be assigned a committee, and then notified of the assignments. The GPC will submit the Supervisory Committee Approval Form (SCAF) on the student's behalf.	2 <sup>nd</sup> semester
	Program of Study	GPC prompts student to work with advisor to finalize program of study. The student enters the plan into DegreeWorks and notifies GPC. GPC checks the plan and submits to the Grad School.	Before end of 1st year or Summer after 1st year
	Scheduling Proposal Meeting	Advisor prompts student to arrange proposal meeting. Student polls committee members to set date and time for proposal meeting. Student informs GPC of date and time, and asks for assistance in scheduling room if necessary. Student emails committee members with confirmation of date, time and location, and then emails reminder of proposal meeting with date, time and location to committee members and GPC about a week before meeting.	2nd year - 4-6 weeks before meeting
	Proposal Title Page	Student creates and sends to GPC; GPC checks and returns to student. Student prints 2 copies for proposal meeting.	4-6 weeks before meeting
	Proposal Manuscript	Student emails draft of manuscript for proposal to all committee members.	2 weeks before meeting
	Preparation for Proposal Meeting & Presentation	Advisor and student meet to discuss meeting format, processes, and outcomes. Advisor directs the student to prepare a 20 min presentation of no more than 10-12 slides. The slide presentation should be developed with the assumption that all committee members are well-versed having read the proposal.	About 1 week before meeting
	Proposal Meeting / Title Page Signatures	Student proposes the research to the committee (focusing on research literature, rationale for study, justification, research questions, method, etc.). Committee members query the student on all aspects of the study. If approved, committee signs title page and student keeps copy for IRB application.	At meeting
	IRB Application / Approval	Student and advisor (IRB refers to “Principal Investigator”) complete IRB application. Principal Investigator submits application with approved draft of manuscript and signed title page. Student and advisor interact with IRB by responding to queries about research. Advisor (Principal Investigator) must resubmit protocol with changes. IRB approves protocol.	After successful proposal - takes 2-4 months on average
	<a href="#">Thesis/Project Approval Form</a>	GPC prompts student to fill out Thesis/Project Approval (TPA) form in ServiceNow	After successful proposal & IRB approval

	Scheduling Defense Meeting	Student polls committee to set date and time for defense meeting. Student contacts GPC to reserve room. Student informs GPC of date, time and location. Student emails committee with confirmation of date, time and location. <b>Note: Graduate Studies sends out notice of defense meeting with date, time and location to student, committee and GPC about a week before meeting</b>	About 4-6 weeks before Defense Meeting
	<a href="#">Appointment for Examination Form</a>	GPC contacts student to complete when student notifies her of date, time and location of defense meeting. Student submits form via ServiceNow.	3-4 weeks before defense meeting - <b>a minimum of 10 business days before meeting</b>
	Title Page	Student updates proposal title page and sends to GPC; GPC checks and submits to SGS for approval. Once approved, GPC saves title page and will submit to Grad School after successful defense for electronic signatures.	4-6 weeks before meeting
	<a href="#">Authorship &amp; Copyright Form</a> , and <a href="#">Format &amp; Style &amp; Electronic Publishing Approval Form</a>	GPC contacts student to complete when student has scheduled defense. Student consults with advisor regarding questions.	3-4 weeks before meeting
	Defense Meeting	Student defends, focusing on research questions, any modifications requested by the committee in the proposal meeting, method section (especially any changes since the proposal meeting), results, conclusions, and implications of the research. If student successfully defends, committee notifies GPC. GPC fills out Record of Examination form & submit title page submits to Grad School for electronic signatures.	During/After Meeting
	Graduate Studies "Next Steps" email	When Grad School receives student's Record of Examination, student receives email with "next steps." Student follows them with guidance of GPC.	After successful defense
	Approval of Changes	When all edits recommended by the committee are done to the satisfaction of the advisor, he/she contacts GPC. GPC introduces student to Department Reviewer who assists student with review and submission of manuscript.	When manuscript is edited and approved by committee