

## MASTER OF SCIENCE DEGREE PROCEDURES

Check when Completed	Procedure	When To Do
<input type="checkbox"/>	1. Read general regulations and Master degree sections of the Graduate Studies Bulletin, then secure registration materials. Consult with your advisor and register for course work.	During pre-registration or during general registration.
<input type="checkbox"/>	2. Select a thesis topic in conjunction with your advisor.	Shortly after beginning your program, preferably in your 1st semester.
<input type="checkbox"/>	3. With the aid of your advisor, select at least two other professors to serve as your supervisory committee. <b>All three members of your committee must be members of the graduate faculty. Adjunct faculty may serve on the committee as additional members.</b>	As soon as you know what your project involves and can choose committee members on their ability to advise you.
<input type="checkbox"/>	4. Prepare an initial research proposal and a tentative <u>Memorandum of Courses</u> (MOC) ( <a href="#">link</a> ). After approval by your advisor, submit these documents to the members of your committee and organize an initial meeting to discuss your project and class work.	Prior to completion of more than half of your program requirements
<input type="checkbox"/>	5. Submit an approved MOC to Graduate College Office for approval. The signatures of your advisor and the SNRS Graduate Committee Chair must be obtained prior to submission to the Graduate College. All course deficiencies must be completed before approval.	Prior to completion of more than half of your program requirements.
<input type="checkbox"/>	6. Prepare and present a thesis prospectus. A written one or two page summary of your research plan should be available at least one week prior to your seminar. It will be distributed with the seminar announcement.	No later than the first half of your second semester. Submit to School Graduate Secretary at least 1 week prior to date of seminar.
<input type="checkbox"/>	7. Formal evaluation of your progress and course work.	At the end of your 1st year.
<input type="checkbox"/>	8. Complete written and oral comprehensive examinations as given by your committee.	Within 10 months prior to completion of degree requirements.
<input type="checkbox"/>	9. Click on <a href="#">deadline sheet link</a> or pick up from the Graduate College.	At the beginning of the semester in which you plan to graduate.
<input type="checkbox"/>	10. Click on <a href="#">thesis typing and format guidelines link</a> or pick up from the Graduate Office and consult the thesis format instructions in this Guidebook for Preparing Thesis or Dissertation.	Before thesis is ready to be typed.
<input type="checkbox"/>	11. Complete the <a href="#">Application for Degree</a> ( <a href="#">link</a> ) and turn it in at the Office of Registration and Records.	At the beginning of the semester in which you plan to graduate.
<input type="checkbox"/>	12. Finish all incomplete course-work on your program (except thesis), and if necessary, make corrections on your Memorandum of Courses with a Request for Change of Program form . Have it approved by your advisor and submit it to the Graduate College.	At the beginning of the semester in which you plan to graduate.

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<input type="checkbox"/>	13. Arrange for cap and gown at Nebraska Union Bookstore.	About 8 weeks before Commencement.
<input type="checkbox"/>	14. Schedule time and location of oral exam (check with all committee members). Complete the <a href="#"><i>Final Examination Report for Masters Degree form</i></a> (link). The signatures of your advisor and SNRS Graduate Committee Chair must be obtained prior to submission to the Graduate College. The Graduate Committee Chair may need several days to review your files before signing the form. If the Graduate Committee Chair is not available, please contact the Graduate Committee Vice Chair.	At least 4 weeks before the final oral exam.
<input type="checkbox"/>	15. Submit a copy of your thesis abstract to the SNR Graduate Secretary, who will announce date and time of thesis seminar defense and submit it for posting in the School Newsletter. Please let me know when this has been taken care of.	At least 4 weeks prior to seminar and defense.
<input type="checkbox"/>	16. Submit two copies of your Masters thesis and four copies of your abstract to the Graduate College Office for format approval. Deliver a copy of your thesis and abstract to each person on your committee.	At least 2 weeks before the final oral exam (One week in summer).
<input type="checkbox"/>	17. Present a seminar on your research immediately before your final oral exam (Defense).	Before deadlines for the given semester.
<input type="checkbox"/>	18. Take final oral exam (Thesis Defense).	Before deadlines for the given semester.
<input type="checkbox"/>	19. Obtain the signed Final Examination Report for Masters Degree form from your committee.	Before deadlines for the given semester.
<input type="checkbox"/>	20. Make changes in your thesis as required by your committee or by the Graduate College Office.	Before deadlines for the given semester.
<input type="checkbox"/>	21. Have the final copies of your thesis stamped at the Graduate College before going to the Library.	Before deadlines for the given semester.
<input type="checkbox"/>	22. Deposit two approved copies of your thesis at Love Library, Room 106. Librarian will sign final exam form.	Before deadlines for the given semester.
<input type="checkbox"/>	23. Pay binding fee to Cashier in Administration building. Cashier will sign final exam form.	Before deadlines for the given semester.
<input type="checkbox"/>	24. File completed form in the Graduate College Office.	Before deadlines for the given semester.
<input type="checkbox"/>	25. Settle all outstanding accounts (libraries, campus police, etc.), and return any items borrowed from other departments, from other labs within the SNRS, and from your advisor.	Before deadlines for the given semester.
<input type="checkbox"/>	26. Have copies of your thesis hardbound for your advisor and the School and copies to your advisory committee members as requested.	
<input type="checkbox"/>	27. Return your keys and get your refund at the key Shop, Maintenance Shop, 942 N 22 <sup>nd</sup> St, City Campus, Tel. 472-8083.	
<input type="checkbox"/>	28. Attend Commencement Exercises.	
<input type="checkbox"/>	29. <b>Celebrate!!!</b> Your graduate degree is a major accomplishment in your career.	