

Graduate Committee

- 1) Have your MS graduate committee members approved by the DGS (no required form). At least 2 committee members (in addition to your advisor) from the teaching and research faculty of the Department are required.
- 2) At the **beginning of your second semester**, meet with your graduate committee to discuss your course selection and proposed area of study. This committee can meet on other occasions, as needed, to oversee the student's progress towards graduation.

Research Proposal

- 3) Submit your research proposal to your advisor and to the Director of Graduate Studies (DGS) **prior to the end of your second semester** of study. The DGS appoints one reader after consultation with the advisor. The proposal must be approved by both the reader and the advisor.

Thesis and Comprehensive Exam

- 4) Have your thesis readers approved by the DGS (no form required). At least two readers (in addition to your advisor) from the teaching and research faculty of the Department are required.
- 5) Submit a copy of your completed thesis (signed by your advisor) to the DGS and obtain approval before sending the thesis to the readers.
- 6) Submit a copy of your completed thesis together with the **Reader's Report on Master's Thesis Form** to each approved Reader. The readers have 2-4 weeks to review the thesis.
- 7) Submit a copy of your thesis to the Graduate School for a preliminary style check at the same time copies are sent to your readers. Graduate School approval of the format of theses and dissertations is a requirement for graduation. The Graduate School formatting guide may be accessed on the web at <http://www.graduateschool.nd.edu>.
- 8) **Arrange the date, time, and place of the oral examination defense of your thesis (no required form). DGS approval required. NO outside chair required. The thesis examination must be completed by the deadline set by the Graduate School for each semester (see the Graduate School Academic Calendar for the academic year you plan to graduate). Mollie Dash will help with scheduling.**
- 9) **Submit a copy of your signed thesis to Mollie Dash in the CEEES department office with the following information (date, time, place, and readers).**
- 10) Obtain the final signature of your thesis director on the cover page of your thesis after you have passed your exam and content changes have been approved by your director.
- 11) Present your completed thesis to the Graduate School by the deadline set by the Graduate School for each semester (see the Graduate School Academic Calendar for the academic year you plan to graduate).

All forms should be obtained from Mollie Dash in the CEEES Department Office (and are required to be typed) before signatures.