

Department of Space Studies

Student Progress Checklist

(updated December 2015)

For more information refer to the Master's student handbook and the Style and Policy Manual for Theses and Dissertations provided by the Graduate School. All forms, handbooks, and manuals are available on the graduate school website at: graduateschool.und.edu. Published deadlines are printed in the UND academic catalog and the Graduate School's dates & deadlines for each semester.

_____ **Complete undergraduate pre-requisites as stated in your admission letter** (*this only applies to students admitted in provisional or qualified status*)

_____ **Choose an advisor and submit "New Committee or Change to Advisor or Committee" form** (*recommended: first semester, for non-thesis option*)

_____ **Select the members of your faculty advisory committee and submit "New Committee or Change to Advisor or Committee" form** (*recommended: second semester, for thesis option*)

_____ **Submit "Program of Study" form** (*recommended: second semester*)

_____ **Present your proposed research topic (independent study or thesis) to your advisor** (*must be completed prior to submitting "Topic Proposal" form to the Grad School*)

_____ **Submit "Topic Proposal" form (for independent study or thesis) to the Graduate School** (*generally about half-way through the program, but must be approved by the Grad School no later than the semester prior to graduation; consult with advisor regarding deliverables throughout your research*)

_____ **Advance to candidacy status** (*You must be advanced to candidacy status the semester before you plan to graduate. When all the above requirements are met, and you have completed at least 12 graduate credits with a 3.0 GPA, you will be advanced to candidacy status. No additional form is required for this process. You will be mailed a status sheet from the Graduate. At this point, you are eligible to apply for graduation.*)

_____ **Apply for graduation by submitting "Application to Graduate" electronically** (*must be submitted by the published deadline for the term in which you plan to graduate – generally about the fourth week of the semester of your graduation*)

Additional Requirements for Non-thesis Option

_____ **Register for SpSt 595 Capstone** (*required for online students and can be taken after completing at least 21 credits in the non-thesis option; course begins in fall semester and concludes with required week-long conference in early May*)

_____ **Complete comprehensive exam** (*generally either of last two semesters in program—see Space Studies Handbook for details*)

_____ **Submit two final bound copies of your independent study to your advisor, and an electronic copy to the office administrator** (*check department calendar for deadline; generally one week prior to final report deadline*)

_____ **Submit "Final Report on Candidate" form to the Graduate School** (*This form must be submitted to the Graduate School by the published deadline – usually a week before graduation day - for the semester of your graduation, and is generally completed by the department. Verify with department staff that this has been done for you.*)

Additional Requirements for Thesis Option

_____ **Thesis proposal presentation** (*recommended: a semester prior to the semester of your graduation*)

_____ **Submission of final thesis draft to advisor** (*Recommended: at least 13 weeks before graduation. The advisor will typically need 10 working days to read your thesis and you will need a week after that to incorporate the suggested changes. This process can be shortened by providing the individual chapters early. For this and the next step, your advisor and committee may follow a different process, so*

check with them.)

_____ **Submission of final thesis draft to committee members** *(Recommended: at least eight weeks before graduation day. Committee members typically need 10 working days to read your thesis and you will need at least a week to incorporate the suggested changes.)*

_____ **Submit the "Preliminary Approval of Thesis" form signed by your thesis committee to the Graduate School** *(must be submitted on or before the published Graduate School deadline, typically five weeks before graduation day and two weeks prior to your defense.)*

_____ **Submit "Notice of Master's Thesis Defense" form to the Graduate School** *(Must be submitted at least five weeks before graduation day and at least two weeks in advance of your defense. Ideally "Preliminary Approval of Thesis" form and "Notice of Master's Thesis Defense" form should both be submitted on the same day. Note that two weeks' notice is required before your defense.)*

_____ **Submit a copy of your thesis to the Graduate School to be checked for format and style** *(Be sure to include the format checklist with your submission. You can start the process after you have received "preliminary approval of thesis" from your committee. Allow at least two weeks for the Graduate School to complete this process, keeping the due date of the final thesis in mind. Follow the links from the Space.edu One-Stop page to several guides to help you through the format and submission process.)*

_____ **Thesis Defense** *(Recommended: at least four weeks prior to graduation in order to allow time for any necessary corrections before submitting a final copy of the thesis. Must be held on or before the published Graduate School deadline. Getting the committee together for the defense can take time, so work on finalizing this date very early, as well as scheduling the classroom.)*

_____ **Submit a final electronic copy of your thesis to the Graduate School** *(must be submitted online via Pro-Quest by the published deadline for the semester in which you plan to graduate – usually two weeks before graduation. This includes a fee charged for a hard-bound copy for the Chester Fritz Library. Other copies may be purchased, but rate per copy is quite high.)*

_____ **Submit "Final Report on Candidate" form to the Graduate School** *(This form must be submitted to the Graduate School on or before published deadline - usually a week before your graduation date. This form is generally signed by your committee on the day of your defense, but sometimes committees may recommend corrections and will wait for the final version of the thesis before signing this report.)*

_____ **Provide a final bound copy and an electronic copy of your thesis to each of your committee members and the department.** *(UND's Chester Fritz Library provides local, inexpensive binding service. Refer to the Space Studies handbook for more details.)*