



CHECKLIST FOR COMPLETING THE STEPS IN THE MS DEGREE

This checklist is to be completed by the end of your first semester in the program in agreement with your major professor as indicated by his/her signature at the bottom of this form/checklist. Once this form is signed, please submit a copy to the Academic Program Coordinator, Ms. Dava Jondall.

Name:

Activity	Proposed Deadline			Actual Date Completed
	First Semester			
	Second Semester			
	Final Semester			
	Last 2 Weeks			
Meet with ABE Director of Graduate Studies to discuss options and procedures for choosing a Major Professor DEADLINE: First few weeks beginning the program				
Choose Major Professor DEADLINE: End of 1 st semester				
Choose Graduate Committee DEADLINE: End of 1 st semester				
Meet with Major Professor and Graduate Committee to establish PLAN OF STUDY and RESEARCH TOPIC DEADLINE: End of 1 st semester				
Complete STUDENT PROGRESS REPORTS Deadline: Nov 15 th for Fall and April 15 th for Spring				
Submit the PLAN OF STUDY to GradPath DEADLINE: End of 1 st semester				
Complete draft of RESEARCH PROPOSAL DEADLINE: Upon completion of ABE 501				
Complete final RESEARCH PROPOSAL and submit to Academic Program Coordinator DEADLINE: No later than end of 2 nd semester in the program				
Submit draft THESIS/ENGINEERING REPORT to Graduate Committee for approval to defend DEADLINE: Final Semester: 1 month <i>before</i> proposed defense date				
Meet with Graduate Committee DEADLINE: Final Semester: 1 week <i>after</i> submitting draft Thesis/Engineering Report				
Submit signed DEFENSE APPROVAL form to Academic Program Coordinator DEADLINE: Final Semester: Within 24 hours of meeting with Graduate Committee to review draft Thesis/Engineering Report				

Activity	Proposed Deadline		Actual Date Completed
	First Semester		
	Second Semester		
	Final Semester		
	Last 2 Weeks		
Schedule FINAL ORAL DEFENSE date with Graduate Committee DEADLINE: Final Semester: Date must be no later than 1 week <i>before</i> Graduate College deadline for final submission			
Post FINAL ORAL DEFENSE announcement DEADLINE: Final semester: A minimum of a week before the defense date			
COMPLETION OF DEGREE REQUIREMENTS done by the Academic Program Coordinator after receiving the final defense result from the major professor DEADLINE: Final semester: The major professor should report to the Academic Program Coordinator on the day of the defense: 1. If pass with revision, the revision due date must be entered and must be before the graduate college due date. a. On the date the revision is due, the major professor needs to report results of either pass or fail. b. If the revisions are not completed on time, the major professor should contact the Academic Program Coordinator and the Graduate College. If fail, contact the Academic Program Coordinator and the Graduate College.			
Meet with Department Head to complete EXIT SURVEY DEADLINE: Final semester: within 2 weeks of graduation			
Submit electronic copy of THESIS/ ENGINEERING REPORT to the Graduate Degree Certification Office. For instructions, see Thesis Archiving at https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#thesis-archiving DEADLINE: Final semester: Upon completion of degree requirements			
Submit electronic copy of THESIS/ ENGINEERING REPORT to ABE Department Head DEADLINE: Final semester: Upon completion of degree requirements			

Major Professor signature

Date