

Steps to Graduation

Checklist for MS Students

- You are familiar with the Graduate College Deadlines for completing the Graduate Degree Program: <https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines>
- In concert with your major professor, you write your report/thesis.
- Work with your Graduate Committee to decide how much time they need to review your report/thesis. One or two weeks is the department's typical recommended time.
- When you have the penultimate version, you send it out to your Graduate Committee (this needs to be done no less than 1 month before you are thinking of defending your report/thesis). For a thesis, you are required to write *at least* 1 journal article.
- After the agreed upon time (1 or 2 weeks), you send the Final Oral Defense Approval form to your Graduate Committee. NOTE: these forms can be found in the Biosystems Graduate Programs D2L site >> Forms >> Forms for Students.
- Once you have obtained the approval to defend, upload the signed Final Oral Defense Approval form to the appropriate Assignment folder in the Biosystems Graduate Programs D2L student support site.
 - If your committee has determined that you are NOT ready to defend AND you need to change your expected graduation date, you must upload the signed form to the appropriate assignment folder and contact the Academic Program Manager with the revised expected graduation date.
- After you have a signed and approved Final Oral Defense form and uploaded it to the appropriate assignment folder in the D2L student support site, you may schedule the date of your Final Oral Defense.
- Upload the Departmental MS Defense Announcement to the appropriate D2L Assignment folder (form is in Biosystems Graduate Programs D2L site >> Forms >> Forms for Students).
- Upload the completed & signed Journal Paper Certification form to the appropriate D2L Assignment folder. NOTE: MS-thesis candidates are required to complete *at least* 1 journal article & must be included either in the body or the appendix of the thesis.
- Complete the Written Exit Survey.

- If you are an MS-thesis student, submit the final copy of your Thesis to ProQuest.
- If you are an MS-report student, submit a copy of your final Report to the appropriate D2L Assignment folder.
- Return all keys to the UA Key Desk (get link to Key Desk & address) and any UA property you may have been using.