

Major Milestones in your Graduate Program

& required forms obtained and submitted to the Graduate Program Administrator

Master's Degree

- Time Limit: should finish in two years, but can not be more than three
- Submit a Master's of Arts Degree Form and a Master's Degree Warrant Request to Graduate Program Administrator (214 VV) at the beginning of semester that you plan on finishing the requirements.
- The Master's Degree Warrant Request eventually goes to the Graduate School to issue a warrant but the Graduate Program Administrator sends it there, not the student. (A warrant is a form, in which to get the necessary signatures of your advisor and Graduate Studies Coordinator, to indicate to the Graduate School that this is official that you did indeed finish the degree requirements.)

PhD Degree

Passing the Quals

- Pass at least one qual by the beginning of your fourth semester
- Pass at least two quals by the beginning of your sixth semester

Dissertator Status

- A student must have a dissertation advisor by the end of the sixth semester.
- Requirements needed to obtain dissertator status:
 - _____ Pass 2 qualifying exams
 - _____ Minor coursework completed or will be completed by end of semester
 - _____ Have no incompletes (I), unreported (NR) or progress (P) grades on your transcript
 - _____ Pass a specialty exam
 - _____ 54 credits completed (including approved transfer credit (see below))
 - _____ Have at least a 3.3 cumulative grade point average
- Submit a PhD Minor Agreement Form and a Request for Preliminary Warrant Form to the Graduate Program Administrator, (214 VV) **FOUR WEEKS** before you plan on taking your specialty exam. You need to know the date of the exam. The date should be four weeks or more after you submit these forms.
- If you have graduate work from another university that you would like transferred, take a Transfer Credit Form, copy of transcript from that university, and a course description (from that university) to the Graduate Studies Coordinator to have the work approved. Submit this form with the two forms above.
- Once the Warrant comes back from the Graduate School – you need to take it and the Specialty Examination Report Form to the exam. If you pass, have the members of the committee sign the warrant and your advisor verify you took the exam and passed. Turn in both forms to the Graduate Program Administrator immediately after the exam. The dissertator status will be approved to begin the semester following the semester in which you filed the warrant. The only exception to this is if the warrant is submitted after the Graduate School's final semester deadline. Be sure to ask!

Graduating

Master's

- Advise the Graduate Program Administrator of your plan to graduate at the **BEGINNING** of the semester in which you plan to do so.
- Inform Graduate Program Administrator if you plan on walking in Graduation ceremony.
- Respond promptly to email requests for information from Graduate Program Administrator during last semester.
- Submit the Master's Degree Warrant Request Form (this is the warrant request form) and the Master of Arts Degree Form to the Graduate Program Administrator (214 VV) at least **TWO MONTHS** before the end of semester.
- Fill out a Master's Record form and give to the Graduate Program Administrator, 214 VV.

PhD

- Advise the Graduate Program Administrator of your plan to graduate at the **BEGINNING** of the semester in which you plan to do so. If you plan on graduating in the summer, notify the Administrator by at least midway through the Spring Semester.
- File the PhD Final Oral Committee Approval Form (this is the warrant request form) with the Graduate Program Administrator (214 VV) at least **FOUR WEEKS** before the date of your defense.
- Inform Graduate Program Administrator if you plan on 'walking' in ceremony and who will escort you.
- Respond promptly to email requests for information from Graduate Program Administrator during last semester.
- Once the warrant comes back, you will receive a packet of information that you must follow in order to deposit your thesis with the Graduate School.*
- Fill out a PhD Record Form and give to the Graduate Program Administrator, 214 VV.
- Once you defend your thesis, have all the committee members sign your warrant, follow the directions in the packet and take your warrant to the Graduate School during your thesis appointment.
- * Be careful when you submit (this is called "to deposit") your thesis to the Graduate School. If you submit it too early, you won't be able to teach during the semester. Once you submit the thesis, you are considered done with your program and are no longer considered a graduate student in the eyes of the graduate school. Not being a student = no teaching = no income/insurance.
- If for some reason you need to postpone graduation, you'll need to talk to the Graduate Program Administrator about any potential implications.