CHECK LIST FOR MASTER OF SCIENCE DEGREE

It is the responsibility of the student to follow this general schedule and to submit all of the appropriate forms on time. The student must consult with their Major Professor on each of these requirements and keep them informed of the recommended timetable for completion.

Orientation

Attend New Graduate Student Orientation Session with ITP Graduate Coordinator and Program Director.

- Attend Graduate School Orientation Session.
- Attend graduate student orientation session in home department if available.

Required Milestones and Forms - All required forms can be obtained from Graduate School website (www.grad.uga.edu), or the ITP Graduate Program Office.

Check off and insert date completed as appropriate:

1. Selection of Advisory Committee by the end of the first semester of study. Complete the form, obtain appropriate signatures and submit to ITP Graduate Program Office for Grad Coordinator signature. The ITP office will then submit the form to the Graduate School. The Graduate School requires that a minimum of three faculty members serve on this committee; however, additional members are possible. The ITP follows the Graduate School guidelines regarding the composition of the committee with additional stipulations. The major professor is the chair of this committee. If only three faculty are chosen, all must be members of the UGA Graduate Faculty as well as members of the ITP. If more than three are selected, 51% must be from the ITP. The Master's Advisory Committee will perform the following functions:
   1) in consultation with the student, determine the program of study.
   2) read and approve the thesis research proposal, with or without modifications.
   3) administer the final thesis oral examination.

2. Meet with Advisory Committee by the end of your second semester, and at least once a year thereafter. Submit progress report to ITP Graduate Program Office (Form can be obtained from ITP office).

3. After consulting with Advisory Committee, submit Program of Study form by the end of your second semester of study to the ITP Graduate Program Office.

4. Submission of research proposal to the Advisory Committee for approval. Deadline for this should be determined by Faculty Advisor and Advisory Committee at the first Advisory Committee meeting.

THESIS and GRADUATION
_____ 5. Consult with Major Professor and Advisory Committee about anticipated semester for Final Defense and Graduation. Submit Application for Graduation form to the ITP Office by the beginning of the semester of your anticipated Graduation date.

_____ 6. Consult Graduate School website regarding preparation of thesis document, deadlines for format check and submission of final thesis for the semester in which you intend to graduate. All approved theses are submitted electronically. For specific directions and information go to: http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html Follow the link for Electronic Thesis & Dissertation.

_____ 7. With approval of your Major Professor, distribute your thesis to your Advisory Committee at least two weeks prior to the final oral defense. In addition, one copy of the thesis must be placed in the departmental office of your major professor and in the ITP office for review by the faculty. Additionally, the ITP office should receive a bound copy of your final thesis.

_____ 8. You must schedule your Final Defense by notifying the ITP office/Graduate Coordinator at least 2 weeks in advance. If your Seminar is given separate from your Final Defense, both must be announced through the ITP office.