**Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year Started Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Master’s Program Checklist for Graduate Advisors/Coordinators**

Date Completed Requirement

\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter the student’s Mentor Committee-after being accepted into the program through Apply Yourself (recommended).

\_\_\_\_\_\_\_\_\_\_\_\_\_ Form Supervisory Committee in first year. Chair and majority of the committee must be tenure-line in department, unless indicated on the Online Committee Petition.

Members: Chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter Supervisory Committee in the Online Grad Student Degree Tracking System in first year.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Move the Transcript over to the Program of Study in the Online Grad Student Degree Tracking System, once all the cousework required by the department has been taken. Make sure you select degree type and write the departmental requirements in the comments if different than 30 CH with a C- or better. Only 10 thesis or project/non-thesis hours can be used.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Student applies for graduation a semester in advance. Can be done in CIS. If need to reapply, a paper form will need to be submitted through their Umail account to [graduation@utah.edu](mailto:graduation@utah.edu).

Planned Graduation Term: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Master of Arts graduate students must file the “Language Verification” form & documentation with the Graduate School.

\_\_\_\_\_\_\_\_\_\_\_\_\_ After Thesis Proposal, student submits a Prelimary Review to the Thesis Office. Student must read Thesis Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Thesis Office website for semester’s deadlines and schedule Final Oral Examination of Thesis accordingly (early in the semester).

\_\_\_\_\_\_\_\_\_\_\_\_\_ Schedule the Final Defense of the thesis with the supervisory committee members.

Advertise defense date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Final Exam for Project/Non-thesis students; due during Final Exam period.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Professional Corsework Only student-make sure they have met all the requirements for the degree. i.e. Capstone classes, etc.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter exam information in the Online Graduate Student Degree Tracking System; two exams must be checked off on the exam tab.

\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisory committee approved program of study/graduation; receive final Thesis Release Approval from Thesis Office (if applicable).

Semester cleared for graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.