

GRADUATE SEQUENCE OF STEPS CHECKLIST

Key:		Due Date
	no MS	due date for PhD stdt if No MS deg

Student Name:

ID#

Advisor:

	Fall 20__	Spring 20__	Fall 20__	Spring 20__	Fall 20__	Spring 20__	Fall 20__	Spring 20__
Formation of Permanent Comm (Attachment C)								
Thesis/Dissertation Proposal		MS	PhD					
Thesis and Dissertation Proposal Steps		MS	PhD					
Cover Page Signed By Committee (Attachment F)		MS	PhD					
Email Notification to Faculty (Attachment F2)		MS	PhD					
Proposal on ES Dept Table for one week		MS	PhD					
Proposal w/ signature pg signed filed		MS	PhD					
Qualifying Examination/(coursework complete) (PhD only)						no MS		
Email Notification to Faculty-2 wks advance (Attachment F2)						no MS		
Place Proposal On ES Dept Table - 2 wks						no MS		
Exam Chair Completes Memo (Attachment C) copy Faculty, Grad Coord, Grad Cert Office						no MS		
Advance to Candidacy - 5 yr clock begins								
Thesis or Dissertation Defense - Must complete w/in 5 yrs of Quals. (PhD)			MS					PhD

Reference: **Format Guidelines:** <http://www.syr.edu/gradschool/dissertationchecklist.html> and Vancouver Protocol

Program of Study to Grad Cert office and copy to dept-3wks in advance (Attachment D) http://www.syr.edu/gradschool/em/pdfs/Program%20of%20Study%202011-12.pdf		MS						PhD
Request for Examination Form to Grad Cert office, copy to dept 3 wks in advance http://www.syr.edu/gradschool/em/current_whatyouneed.html		MS						PhD
Copy of thesis/dissertation to all mbrs of exam committee and sign (Attachment H1) place copy with signature on dept table 3 wks in advance of defense								
Email Notification to Faculty-3 wks in advance (Attachment F2)		MS						PhD
8.5x11 Poster Announcement - 1 wk in advance (Attachment K)		MS						PhD
Exam Chair reports disposition to Dean of Grad. School by forwarding signature page and memo, copy to ES dept								
Final version of thesis/dissertation to grad cert office and dept .								

Graduation - Reference: <http://www.syr.edu/gradschool/em/pdfs/thesis%20dissertation%20defense%20checklist.pdf>

File Diploma Request through Myslice - See Graduation Deadlines typically early Nov for Dec. graduation; mid Feb. for May, June & Aug graduation

Notify Graduate Coordinator in Dept of intent to graduate

See Thesis or disseration Defense above for deadlines on Program of Study and final version of thesis/dissertation.

Commencement

Master students earning their degree in preceding Dec, current May or following June or Aug can participate in May Commencement

PhD students earning their degree in preceding June, Aug, Dec or current May, can participate in May Commencement