## Appendix IX – Procedures Checklist

**Graduate Program Procedures Checklist**

This checklist includes procedures that must be followed by graduate students from admissions through graduation. You should retain this checklist throughout your course of graduate studies. Each student is responsible for insuring that appropriate deadlines are met.

**Degree Plan Procedures**

**Before enrolling in any classes:**

\_\_\_\_\_\_\_\_ Seek advice from the department’s Director of Graduate Studies.

**During (or soon after) the first 9 hours of study:**

\_\_\_\_\_\_\_\_ Select a Major Professor. Secure their consent and complete a “Request for Major Professor”

 form. This must be completed by the time registration for your third semester begins or you

 will encounter a “block” on your third semester course registration.

\_\_\_\_\_\_\_\_ In consultation with your Major Professor, file your graduate degree plan with the Toulouse

 School of Graduate Studies. Administrative office staff will send a copy of your degree plan to

 Toulouse after it has been approved by your Major Professor and the department chair.

\_\_\_\_\_\_\_\_ In consultation with your Major Professor, select two additional committee members from

 among the faculty in the department. Secure consent from each professor.

**Thesis Procedures**

\_\_\_\_\_\_\_\_ Secure permission from your Major Professor to write a thesis.

\_\_\_\_\_\_\_\_ Obtain a copy of the thesis and dissertation preparation guide from the graduate school.

\_\_\_\_\_\_\_\_ Obtain an appropriate style manual (MLA, APA, or Chicago).

\_\_\_\_\_\_\_\_ Enroll in WGST 5950 (3 hours) each semester after beginning your thesis.

\_\_\_\_\_\_\_\_ Write prospectus.

\_\_\_\_\_\_\_\_ After securing permission from Major Professor, distribute prospectus to advisory committee,

 schedule prospectus meeting with advisory committee, and reserve room with the

 department’s administrative assistant.

\_\_\_\_\_\_\_\_ Participate in prospectus meeting early enough in the first semester in which you have

 enrolled in thesis hours to ensure that your committee has approved your thesis prior to the

 end of the semester. Students who do not have an approved thesis prospectus by the end of

 this first semester of taking thesis hours will not be permitted to continue with the thesis

 project. Any student who has not defended their prospectus by the end of their first semester

 enrolled in thesis hours will need to take comprehensive exams at the beginning of their last

 semester of coursework and will need to take an extra course to substitute for the defunct

 hours of prospectus/thesis enrollment.

\_\_\_\_\_\_\_\_ Obtain IRB approval in consultation with Major Professor, if necessary.

\_\_\_\_\_\_\_\_ Write thesis in on-going consultation with your Major Professor and advisory committee.

\_\_\_\_\_\_\_\_ File for graduation by the deadline established by the Toulouse Graduate School (at the

 beginning of your last semester of coursework).

\_\_\_\_\_\_\_\_ When Major Professor advises, prepare reading copy of thesis for defense.

\_\_\_\_\_\_\_\_ Write thesis abstract (150 words).

\_\_\_\_\_\_\_\_ Schedule thesis defense and reserve room with the department’s administrative assistant.

\_\_\_\_\_\_\_\_ Distribute reading copy of the thesis and abstract to graduate advisory committee (***at least***

 one week prior to the defense and ***at least two weeks*** prior to the announced filing deadline

 of the Graduate School – typically midway through your final long semester of coursework).

\_\_\_\_\_\_\_\_ Distribute notification of thesis defense and abstract to department faculty and other

 graduate students in the program (**at least one week prior to the defense**).

\_\_\_\_\_\_\_\_ Participate in thesis defense (this should take place ***at least*** one week prior to the announced

 filing deadline of the Graduate School – typically midway through your final long semester of

 coursework).

\_\_\_\_\_\_\_\_ Make corrections to thesis required by your graduate advisory committee.

\_\_\_\_\_\_\_\_ Submit copy of thesis to the reader for the Graduate School by the Graduate School’s

 announced deadline (typically midway through your final long semester of coursework). Note:

 All submissions of thesis materials to Toulouse take place digitally through Vireo.

\_\_\_\_\_\_\_\_ Make corrections required by the thesis reader for the Graduate School.

\_\_\_\_\_\_\_\_ Celebrate accordingly

**Comprehensive Examination Procedures**

**During the long semester preceding your comprehensive exams (typically, a student’s third long semester in the program):**

\_\_\_\_\_\_\_\_ By the end of your 5th week of the semester preceding your final long semester, set up an

 exam committee meeting between your Major Professor and other advisory committee

 members. During this meeting, in consultation with your committee, you should determine

 how best to coordinate exam questions in line with the aims of the program and your

 individual degree goals. Coordinate and agree to reading lists for each question.

\_\_\_\_\_\_\_\_ Study for comprehensive exams. Meet with your committee members as necessary in

 preparation for your exams.

**Prior to the beginning of your last long semester in graduate school:**

\_\_\_\_\_\_\_\_ Consult the Director of Graduate Studies for exact dates of comprehensive examinations

 (these will take place the week before the long semester begins).

\_\_\_\_\_\_\_\_ See that any prior grades of incomplete (“I”) are removed from your transcript.

**At the beginning of your final semester of graduate school:**

\_\_\_\_\_\_\_\_ File for graduation by the deadline established by the Toulouse Graduate School (at the

 beginning of your last semester of coursework).

**After completing the written portion of the comprehensive examination:**

\_\_\_\_\_\_\_\_ Consult with your Major Professor to determine if your committee has requested any re-

 writes for your exams. Once you have passed the written portion of your exams, proceed to

 the following steps.

\_\_\_\_\_\_\_\_ Schedule time for the final presentation of your thesis/internship/special project (block out 2-hour window for this).

\_\_\_\_\_\_\_\_ Schedule room for your final presentation in consultation with administrative office staff.

\_\_\_\_\_\_\_\_ Distribute invitation to the Program’s faculty, students, and community members.

\_\_\_\_\_\_\_\_ Celebrate!