

Graduate Studio Majors: Program Checksheet

Name: _____ Concentration: _____ Degree: _____

Admission Status: Unconditional _____ Conditional * _____

* If conditional, "Application for Change from Conditional Admission to Unconditional Admission" must be filed.

Meet with the Major Advisor. Meeting _____

Each incoming student should schedule a meeting with his/her Major Advisor before registration for classes. This session is intended as a guideline for a program of study.

Graduate Committee

Major Advisor: _____ Committee Member: _____

Committee Member: _____

Application for Candidacy: Completed _____

Note: Admission to Candidacy should be completed between **12 and 15 credit hours**. A review of completed works must be scheduled with the Graduate Committee. A statement of intent to the committee regarding the thesis should be prepared for this meeting.

Once the Application for Candidacy is approved, consult with the Major Advisor to complete the forms listed below. The following forms must be submitted to Graduate Coordinator prior to submission to Graduate Studies:

- _____ "Application For Candidacy"
- _____ "The Appointment of an Advisory Committee for the Master's Degree"
- _____ "Program of Study"

Interim Committee Meeting: Completed _____

Schedule Thesis Exhibition: Anticipated Thesis _____

Schedule the Thesis Exhibition with the Gallery Director. Arrangements should be made as early as possible in the semester PRIOR to anticipated graduation. For example, if you plan to graduate in December, contact the Director in January. If you plan to graduate in May, contact the Director in September.

The thesis exhibition is the culminating experience in the graduate program, and a professional quality exhibition is expected. The exhibition should be prepared and installed prior to the scheduled exhibition dates. Installation, lighting, labels, etc. as appropriate for the work should be ready at the time of the normal gallery hours on the first day of the scheduled show. Invitations and publicity are the responsibility of the student. While a reception is not required, it is recommended.

Graduation and Thesis Deadlines

Note: A clean copy of the written thesis should be available for all members of the Graduate Committee 14 days prior to the Oral Defense. Whenever possible, the Oral Defense should be scheduled on the exhibition's first day.

Use the following as a schedule for deadlines during the semester of graduation. The actual dates are listed in the Official Academic Calendar (see "Schedule of Classes"). When the dates are posted by the university, fill in the correct deadline on this checksheet.

Completed	Item Scheduled	Listed Deadline
_____	Last day to file Intention to Graduate	_____
_____	Last day to schedule Oral Defense	_____
_____	Last day to complete Oral Defense	_____
_____	Last day to submit written thesis	_____
_____	Last day to pay binding fees	_____
_____	Last day to file final copies of thesis	_____