# Steps to a Graduate Degree

**Website:** [www.uidaho.edu/cogs](http://www.uidaho.edu/cogs)  
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| 1.   | Admission to the College of Graduate Studies  
Write or consult appropriate administrative unit and the Graduate Admissions Office. Gather admissions materials | Deadlines at [http://www.uidaho.edu/cogs/admissions/applicationdeadlines.aspx](http://www.uidaho.edu/cogs/admissions/applicationdeadlines.aspx)  
Must be filed before the Study Plan. |
| 2.   | Appointment of Major Professor and Committee  
Approval by departmental chair and dean of graduate studies is required. File form, "Major Professor and/or Committee Appointment or Changes." The committee may be appointed later. If a change is made, the same form is used. | If required by department, before preparation of study plan/degree audit.  
Should be completed by end of first year for master's and specialist degrees and by end of 3rd semester for doctoral students. |
| 3.   | Qualifying Examination  
Governed by program procedures. | |
| 4.   | Study Plan  
Prepared by student, major professor, and committee, depending on administrative unit procedures. To complete the electronic submission process, view the instructional tutorial available at [http://www.uidaho.edu/registrar/graduation/audit](http://www.uidaho.edu/registrar/graduation/audit)  
Should be completed by end of first year for master's and specialist degrees and by end of 3rd semester for doctoral students. | |
| 5.   | Preliminary Examination (Ph.D.) or General Examination (Ed. D.)  
Time and place set by major professor. File form, "Report of Preliminary Examination" (Advancement to Candidacy) to the College of Graduate Studies. | At the discretion of the administrative unit. Should not be held until full committee has been appointed and the majority of courses on Study Plan have been completed.  
Immediately after successful completion of preliminary or general examination. |
| 6.   | Advancement to Candidacy (Ph.D. or Ed.D. candidates only)  
Major Professor and committee certify all requirements for advancement to candidacy have been met; Submit form: "Report of Preliminary Examination" (Advancement to Candidacy) to the College of Graduate Studies. | |
| 7.   | Application to Graduate  
Student and major professor certify requirements completed or will be completed within time allotted. Complete application for degree electronically, under "Apply to Graduate" link on the Student Information menu in Vandal Web. | Date appears in the academic calendar. One semester prior to graduation, not including summer. |
| 8.   | Request to Proceed with Final Defense of Thesis or Dissertation  
Student will submit this form to the College of Graduate Studies, signed by the committee. This form is available in the "Graduate Handbook for Theses and Dissertations."
 | Must be filed with the graduate college at least ten (10) working days before the scheduled doctoral defense. Master's students do not have a specific deadline, but submission must precede the defense.  
To be taken to final defense for completion and returned to College of Graduate Studies within seven days following the defense.  
Thesis/Dissertation due no later than six months following a successful defense  
Submitted by Major Professor as soon as the exit activity is completed. |
| 9.   | Final Defense Report (thesis and dissertation students only) and Repository Agreement  
Upon receipt of Request to Proceed form, issued by the College of Graduate Studies and required prior to the defense. | |
| 10.  | Non-thesis Report Form (non-thesis master and specialist students only)  
Submitted by major professor to verify requirement completion for a non-thesis student. Form found at [www.uidaho.edu/cogs/forms](http://www.uidaho.edu/cogs/forms) | |

Note: all forms available at [www.uidaho.edu/cogs](http://www.uidaho.edu/cogs) unless otherwise stated.