• **APPOINTMENT OF YOUR MAJOR PROFESSOR AND COMMITTEE**
  
  **Timing:** Major Professor – Within your First Year  
  Committee Appointment – Consult with your Major Professor  
  
  **Form:** “Major Professor/Committee Appointment or Changes”

• **QUALIFYING EXAMINATION**
  
  **Timing:** Program Specific - Consult with your Major Professor  
  
  **Form:** No COGS Forms – Consult with your Department

• **CREATE YOUR STUDY PLAN**
  
  **Timing:** By the END of your FIRST YEAR  
  
  **Form:** Complete your Study Plan/Degree Audit via VANDALWEB

• **APPLICATION TO GRADUATE**
  
  **Timing:** One semester PRIOR to graduation; Check the ACADEMIC CALENDAR for accurate date  
  
  **Form:** APPLY TO GRADUATE link on VANDALWEB

• **REQUEST TO PROCEED WITH FINAL DEFENSE OF THESIS OR DISSERTATION**
  
  **Timing:** At least TWO WEEKS BEFORE scheduled defense  
  
  **Form:** “Request to Proceed” signed by Committee, then submitted to COGS

• **FINAL DEFENSE REPORT AND REPOSITORY AGREEMENT OR NON-THESIS REPORT**
  
  **Timing:** Bring Report TO Final Defense, Submit within SEVEN DAYS of defense;  
  Non-Thesis Report submitted by Major Professor when “exit activity” is completed  
  
  **Form:** “Repository Agreement” and Instructions for “Non-Thesis Report”  
  “Final Defense Report” sent to you by COGS after receiving “Request to Proceed”

• **SUBMIT YOUR THESIS**
  
  **Timing:** Submit to COGS in ETD by deadline – check CALENDAR for accurate date  
  
  **Form:** Final form of thesis, including signed “Authorization to Submit” (p. ii)