• **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”

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• **HAVE DOUBLE-CHECKED YOUR CURRICULUM?**
  
  **Timing:** Right away. Some programs have both thesis and non-thesis options. Make sure you are in the correct one.

  **Form:** Change of Curriculum (Graduate student side on page two)

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

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

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• **REQUEST TO PROCEED WITH FINAL DEFENSE OF THESIS**
  
  **Timing:** At least TWO WEEKS BEFORE scheduled defense  
  
  **Form:** “Request to Proceed” signed by Committee, then submitted to COGS. COGS issues a Final Defense Report to the student and Major Professor.

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• **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. The requirement should be met two weeks prior to the end of the term.  
  
  **Form:** “Repository Agreement” and Instructions for “Non-Thesis Report”

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• **SUBMIT YOUR THESIS**
  
  **Timing:** Submit to COGS in ETD by deadline – check CALENDAR for accurate date  
  
  **Form:** Final form of thesis, including e-approvals/authorizations and repository in ETD