



- **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](#)”



- **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)



- **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. (Apps are semester specific.)

Form: APPLY TO GRADUATE link on [VANDALWEB](#)



- **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.



- **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”](#)”



- **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