

School of Earth and Climate Sciences M.S. Degree Checklist

Updated August 2021

[see Graduate Student Guide and graduate school website for full details]

- Organize advisory committee (minimum three members, all of whom must be on graduate faculty)
- Complete Basic Safety Training (must be completed every year; mycampus portal), Information Security Awareness Training (Blackboard), and Sexual Assault Prevention Training (mycampus portal)
- Complete Responsible Research Conduct Training (e.g., INT601)
- Complete approved thesis proposal (end of second semester)
- Complete Program of Study (before third semester), acquire committee member signatures, send to grad coordinator
- Hold advisory committee meetings at least annually
- Credits (all B or better) – minimum 30; must register for at least 1 credit in summer, 6 otherwise
 - min. 18 credits in coursework
 - min. 12 credits at 500-level or above
 - min. 6 thesis credits
 - min. 1 credit GeoLunch Seminar (ERS503)
- Apply to graduate
- Complete Tentative Thesis Acceptance form (committee/student may request committee meeting before signing)
- Complete Notice of Oral Defense (to grad school >2 wks in advance)
- Provide copy of defense thesis to committee and the School office (>1 week in advance of oral defense; committee may set an earlier deadline)
- Deliver thesis and tentative thesis acceptance form at least 24 hours in advance of defense and by that semester's deadline to graduate school
- Complete the Oral Examination and Final Project/Thesis/Dissertation Acceptance Form at oral defense, acquire committee member signatures, send to grad coordinator
- Complete a revised Program of Study if needed, and send to grad coordinator
- Turn in final thesis following graduate school guidelines
- Prepare Completion of Requirements form, send to grad coordinator
- Upload thesis to Digital Commons