

Environmental Science Graduate Student Check List – Thesis option

Name: _____

Credit transferred from undergraduate or other institution: _____

Date of first enrollment: _____

Steps in program (please put a date, by month and year in the blank):

- _____ 1. Completion of first 9 hours with a 3.0 average or better
- _____ 2. The chairperson of the thesis committee and the title of the thesis have to be approved by the chair of the department.
- _____ 3. Literature search and bibliography for thesis, background investigation
- _____ 4. The chairperson of the department or director of the institute and the director of graduate studies, approves members of the thesis committee, after consultation with both the committee chairperson and the candidate.
- _____ 5. If appropriate, clearance by IRB committee, animal committee, or other Necessary permissions. Submit form with signatures prior to signing up for thesis credit.
- _____ 6. Satisfactory proposal on file approved by the committee. Submit form with signatures.
- _____ 7. Initiation of field or laboratory or other data collection, or begin model use or construction.
- _____ 8. Completion of field or laboratory work or other data collection, or complete modeling.
- _____ 9. Initiation of data analysis
- _____ 10. Completion of data analysis
- _____ 11. Completion of all course work other than the thesis
- _____ 12. Completion of required thesis hours
- _____ 13. Thesis rough draft to the chair of the department, chair of the committee and the committee members (up to six week review period). Note: talk to your thesis chair.... the thesis chair will almost always prefer to see the first draft before it is released to other members.
- _____ 14. Work through several drafts of thesis with chair and committee members. You should allow three weeks for reviewing of each draft.
- _____ 15. Register to graduate at the beginning of the semester in which graduation is expected – note that dates change and students must check
- _____ 16. Thesis final draft to the committee and the chair of the department at least in format acceptable to the graduate school at least two weeks prior to the examination
- _____ 17. Must meet with department at least 10 working days prior to the examination to file the paperwork on the examination
- _____ 18. Thesis defense and examination
- _____ 19. No longer than ten working days after the oral examination, but no later than the “last day” deadline posted in the *Schedule of Classes*, one copy of the thesis in its final departmentally approved form should be submitted to the Graduate School, along with the Thesis Approval Form, and the Preliminary Checklist.
- _____ 20. Complete required revisions of thesis and resubmit