



Department of Crop and Soil Science
Degree Completion Steps and Timeline - MS Students

Degree Completion Steps	Deadlines
<i>Recommended Timing: Year 1</i>	
Choose committee members and declare major field of study and minor and/or option, if desired	Before the completion of 18 credits of graduate course work
Develop research plan and course schedule, in conjunction with major advisor	
Hold first committee meeting	
Select Graduate Council Representative for your committee using GCR Generator Tool (not required for non-thesis)	
Submit Program of Study to the Office of Graduate Education	
Non-thesis only – Submit project proposal	At least 3 weeks prior to anticipated start date of project
Complete GRAD 520 Research Ethics	Before final oral exam
Present research-plan seminar	Recommended - spring term of first year of study
Transfer credit request (if applicable)	Before the end of your first year of study
<i>Recommended Timing: Year 2</i>	
Complete Teaching Practicum	Before final defense
PBG Option Only - Present second seminar	Before final defense
Complete required coursework	Before final defense
Schedule final oral exam with Office of Graduate Education	At least two weeks before the desired final oral exam date
Apply for Graduation	At the start of the term you plan to graduate, or sooner if you are participating in commencement.
Distribute a copy of your thesis to your committee and email the pretext pages of your thesis to the office of graduate education.	At least two weeks before final oral exam
Successfully complete your final exam.	
Complete your edits and upload your thesis to ScholarsArchive.	Within six weeks of your final oral exam. Note: <ul style="list-style-type: none"> • To graduate in the same term as your final exam: upload by the last day of the term. • To graduate in the following term without having to register, upload before the first day of the following term.
Schedule exit interview with Department Head	Within four weeks of your final exam