### Appendix A1. Student program checklist.

<table>
<thead>
<tr>
<th>Step</th>
<th>Procedure</th>
<th>Responsibility</th>
<th>Target date</th>
<th>Date done</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Propose steering committee to Office of Instruction and Graduate Studies</td>
<td>Major Professor (in consultation with student)</td>
<td>First semester</td>
<td><em><strong>/</strong></em>/___</td>
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<td></td>
<td>(OIGS)</td>
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<td></td>
<td>Student and steering committee determine appropriate coursework.</td>
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<td></td>
<td>Student completes Form 3B and “Plan Sheet” forms. Student, major professor,</td>
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<td></td>
<td>and steering committee sign form must be approved by Russ Briggs and OIGS</td>
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<td>2.</td>
<td>Meet with steering committee to review study plan (and if necessary, revise</td>
<td>Student</td>
<td>First semester</td>
<td><em><strong>/</strong></em>/___</td>
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<td></td>
<td>Form 3B</td>
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<td>3.</td>
<td>Submit thesis to major professor for review</td>
<td>Student</td>
<td>Beginning of final semester</td>
<td><em><strong>/</strong></em>/___</td>
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<td>4.</td>
<td>Request appointment of defense committee and committee chair (Form 5B)</td>
<td>Student (Major Professor)</td>
<td>At one (1) month before proposed defense date</td>
<td><em><strong>/</strong></em>/___</td>
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<td></td>
<td>through Russ Briggs to OIGS</td>
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<td>5.</td>
<td>Schedule defense date with committee (including committee chair) and notify</td>
<td>Student</td>
<td>After Major Professor approves draft thesis</td>
<td><em><strong>/</strong></em>/___</td>
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<td>OIGS</td>
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<td>6.</td>
<td>Present Capstone Seminar</td>
<td>Student</td>
<td>Prior to defense</td>
<td><em><strong>/</strong></em>/___</td>
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<td>7.</td>
<td>Submit thesis and abstract in final form to defense committee</td>
<td>Student</td>
<td>Fourteen (14) days before scheduled defense date</td>
<td><em><strong>/</strong></em>/___</td>
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<td>8.</td>
<td>Defend thesis (Form 5-E to OIGS)</td>
<td>Student (committee chair)</td>
<td>As scheduled</td>
<td><em><strong>/</strong></em>/___</td>
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<td>9.</td>
<td>Submit corrected thesis and abstract to major professor and defense chairman</td>
<td>Student</td>
<td>As scheduled at defense</td>
<td><em><strong>/</strong></em>/___</td>
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<td></td>
<td>for final approval and signing</td>
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<td>10.</td>
<td>Submit thesis to Russ Briggs for approval and signing</td>
<td>Student</td>
<td>Before graduation</td>
<td><em><strong>/</strong></em>/___</td>
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<td>11.</td>
<td>Submit copies of thesis to OIGS for signatures and binding</td>
<td>Student</td>
<td>Before graduation</td>
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<td>12.</td>
<td>Certify completion of all requirements Form 9, through Russ Briggs to OIGS</td>
<td>Major Professor</td>
<td>Before graduation</td>
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<td>13.</td>
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