

Appendix A1. Student program checklist.

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

