

JUDITH HERB COLLEGE OF EDUCATION  
TIMELINE GUIDE FOR MASTER'S STUDENTS

Getting Started in a Master's Program: Prior to and during your first semester

What to do	When to do it	Why it is important
1. Set up your UTAD account and rocket email.	As soon as possible.	All university information will be accessed online or sent to your rocket email.
2. Contact your adviser. Talk with them about what courses to take in your first semester.	Before registering for courses.	To ensure that you are taking courses that are required and will count toward your program.
3. Register for courses.	Before the first day of classes.	To begin your courses on time and avoid late fees.
4. Begin thinking about your program committee and plan of study.	During your first semester at UT.	You will complete your plan of study with your committee during your first two semesters.

Coursework Phase: During the first one to two years of your program

What to do	When to do it	Why it is important
1. Meet with your adviser to discuss your Plan of Study.	During the first semester of your program.	You will complete your plan of study with your advisor during your first two semesters.
2. Develop a plan of study with your adviser and file your <b>Plan of Study</b> with the college associate dean. <i>COGS form: Plan of Study</i>	Before the completion of 12 semester hours, usually in the first or second semester of your program.	To have a plan for the courses you will take in your program and to make sure you complete all program requirements.
3. Meet with your adviser at least once per semester.	Every semester	To make sure you stay on track for completing your program.
4. Complete the courses listed on your Plan of Study.	During the first three years (or longer if part time) of your program.	To complete your program on time and stay in good standing.
5. Maintain continuous enrollment and a GPA of 3.0 or higher.		

## Culminating Experience and Graduation: During the last one to two semesters

What to do	When to do it	Why it is important
<p>If you are completing a Master's Thesis:</p>		
<p>1. Form your thesis committee and get approval for your research concept. File your <b>Master's Program Committee</b> form with the college associate dean.</p> <p><i>JHCOE form: Master's Program Committee</i></p>	<p>As soon as you are ready to begin your culminating experience for your master's program.</p>	<p>To make sure all members have graduate faculty status and your committee is approved.</p> <p>To make sure all members approve the concept for your thesis before you begin writing.</p>
<p>2. Register for at least 1 credit of master's thesis in your program area with your advisor each semester.</p>	<p>Prior to the beginning the semester.</p>	<p>At least 3 credits of a culminating experience are required.</p> <p>Enrollment is required to use university services and for graduation.</p>
<p>3. Plan your research work. Meet with your advisor frequently.</p>	<p>As soon as you are ready to begin planning your thesis research.</p>	<p>To make sure you stay on track for planning your research.</p>
<p>4. Obtain <b>IRB approval</b> (if needed) for the research and submit <b>GRAD Assurances</b> to COGS.</p> <p><i>COGS form: GRAD Assurances</i></p>	<p>Before you begin to carry out your thesis research.</p>	<p>All research must be approved by the university to protect all research subjects.</p>
<p>5. Carry out your research plan and write your thesis. Meet with your advisor frequently and keep your committee updated.</p>	<p>As soon as you have approval from your committee and the IRB.</p>	<p>To make sure you stay on track with your research and for completing your program.</p>
<p>6. Submit your <b>Application for Graduation</b> to COGS.</p> <p><i>COGS form: Application for Graduation</i></p>	<p>At the beginning of the semester you plan to graduate, check the COGS website for the specific date.</p>	<p>The graduate school will review your records for documentation of all program requirements and notify you of the final steps toward your degree.</p> <p>The registrar will include your name in the commencement program and post your degree on your transcripts.</p>

What to do	When to do it	Why it is important
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If you are completing a Master’s Thesis (continued):

<p>7. Submit <b>Defense Acceptance and Intellectual Protection</b> to the College of Graduate Studies at least 10 days prior.</p> <p><i>COGS form: Defense Acceptance and Intellectual Protection</i></p>	<p>Two weeks prior to date of defense and <u>four weeks</u> prior to the end of the semester.</p> <p><i>Submit written thesis to committee two weeks prior to the date of the defense.</i></p>	<p>You need to plan for the meeting with your committee and announce the date and location for your thesis oral defense.</p> <p>Your committee will need two weeks to review your written thesis.</p>
<p>8. Defend your completed thesis research and receive <b>Defense Results</b> for your thesis defense.</p>	<p>One week prior to submitting thesis to the associate dean.</p>	<p>To officially record that you have passed your thesis defense or that the defense will need to be repeated.</p>
<p>9. Revise and format your written thesis. Submit <b>PDF of thesis in APA format</b> to the college associate dean.</p> <p><i>COGS form: Approval of Thesis</i></p>	<p>One week prior to submission to OhioLink deadline.</p>	<p>So that you will have a professional document that you will be proud to share.</p> <p>To officially record that your written thesis is complete and has been approved.</p>
<p>10. After the associate dean’s approval, upload final thesis to OhioLINK.</p>	<p>By the last day of the semester, check the COGS for specific date.</p>	<p>To make your research publicly available via online library resources.</p>

## What to do

## When to do it

## Why it is important

### If you are completing a Master's Project:

1. Form your project committee and get approval for your project concept. File your **Master's Program Committee** form with the college associate dean.

*JHCOE form: Master's Program Committee*
  2. Register for at least 1 credit of master's project in your program area with your advisor each semester.
  3. Plan and conduct your project work. Meet with your advisor frequently.
  4. Register for at least 1 credit of master's project in your program area with your advisor each semester.
  5. Submit your **Application for Graduation** to COGS.

*COGS form: Application for Graduation*
  6. Submit your completed project to your committee for review. Revise and format your written project.
  7. Submit **PDF of project in APA format** to the college associate dean.

*COGS form: Approval of Project*
- As soon as you are ready to begin your culminating experience for your master's program.
- Prior to the beginning the semester.
- After your concept is approved and throughout the process.
- Prior to the beginning of the semester
- At the beginning of the semester you plan to graduate, check the COGS website for the specific date.
- Two weeks prior to submitting project to the associate dean.
- Two weeks prior to the end of the semester.
- To make sure all members have graduate faculty status and your committee is approved.
- To make sure all members approve the concept for your project before you begin writing.
- At least 3 credits of a master's culminating experience are required.
- Enrollment is required to use university services and for graduation.
- To make sure you stay on track for planning and completing your project work.
- At least 3 credits of a culminating experience are required.
- Enrollment is required to use university services and for graduation.
- The graduate school will review your records for documentation of all program requirements and notify you of the final steps toward your degree.
- The registrar will include your name in the commencement program and post your degree on your transcripts.
- To make sure all members approve the project and you may finalize your document.
- So that you will have a professional document that you will be proud to share.
- To officially record that your written project is complete and has been approved.

## What to do

## When to do it

## Why it is important

### If you are completing a Master's Seminar:

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| 1. Register for three credits of Master's Research Seminar in your program area.                          | Prior to the beginning of the semester.  | At least 3 credits of a culminating experience are required.<br><br>Enrollment is required to use university services and for graduation.   |
| 2. Submit your <b>Application for Graduation</b> to COGS.<br><i>COGS form: Application for Graduation</i> | At the beginning of the semester you plan to graduate, check the COGS website for the specific date. | The graduate school will review your records for documentation of all program requirements and notify you of the final steps toward your degree.<br><br>The registrar will include your name and dissertation title in the commencement program and post your degree on your transcripts. |
| 3. Prepare your written manuscript, portfolio, or exam.   | Throughout the semester.   | To make sure you stay on track for planning and completing your seminar product.  |
| 4. Submit an <b>electronic copy of Seminar Product</b> to readers for approval.                           | On the date indicated in the syllabus or assignment directions.                                      | To make sure all readers approve the manuscript, portfolio, or examination so a course grade of C or higher has been earned.  |