MS Earth Sciences Program
Required Paperwork

It is the student’s responsibility to ensure that all required paperwork is completed and submitted to the appropriate person/office in a timely manner. All departmental forms can be found on the M.S. program website or outside Stephen Bowman’s office (McEniry 317)

1. Courses Completed/In-Progress Worksheet (Departmental Form) – Guides your progression through the program.

2. Earth Science Research Proposal and Committee Form (Departmental Form) – Must be completed BEFORE you register for any ESCI 6900 research credits

3. Plan of Study Form (Departmental Form) – Completed the day of your Proposal Defense.

4. Petition for Topic Approval (Departmental Form) – Due the day of your Proposal Defense

5. Report of Comprehensive Exam (Email) – Your advisor must send an email to Rhonda French stating the date you successfully completed your written comprehensive exam. (**This requirement will no longer be need for students starting in Fall 2014 or later)

6. Application for Graduation (Online) – Must be completed on-line no later than the 1st week of your last semester (**when you plan to graduate).

   \textit{Please note: Students must request a Defense Announcement form from Rhonda French at least one week prior to defense date.}

7. Admission to Candidacy Form (Online) – Must be completed on-line and printed for circulation to specified Faculty for Approval Signatures, a copy goes to Rhonda French and the original is forwarded to the Graduate School.

8. Project/Thesis Defense Form (Departmental Form) – Completed the day of your Defense and forwarded to the Graduate School once your final revisions have been approved. (**This form will also have a place to add the date for your completed comps from the saved email in your file from your adviser stating you passed.)

9. Assessment of Learning Outcomes Forms (Departmental Form) – Must be filled out by each member of your Committee and returned to Rhonda French on the day of your defense or shortly thereafter.

10. Change of Grade Forms (Online) – Will be processed AFTER your thesis/report corrections are approved, and final copies have been submitted.

11. Copies of your completed Thesis or Research Project Report: The Thesis will be formatted by the Graduate School. Please note the thesis deadlines for the semester in which you plan to defend and graduate. These deadlines include a meeting with Ms. Anita Smith to go over proper formatting. There is also an example copy available on-line on the Graduate School's website. If you are doing the traditional Research Project Report, please make sure that Rhonda French is given a bound copy with all signatures on the cover sheet. Your committee members may also require or request a copy for themselves. You will be responsible for either printing your work in the Library Printshop or going to Kinko's. If you choose the Thesis option, you follow the Graduate School's rules and you pay for their special procedure to print your Thesis in a bound encyclopedia style book binding.