

Summary of Procedure for Master's Degree

Dean-Dean of Graduate College; GCO-Graduate College Office; DH-Department Head; TA-Temporary Advisor; Advisor-Person designated by department head to advise; Comm-Committee

		Initiate through		
Procedure	Approved by	Time		
1. Apply for admission. (Follow instruction sheet carefully. If relevant, see "Requirements for Admission to Professional Education" under "College of Education.")	GCO Dean	Complete 30 days prior to enrollment or departmental deadline. (International students see section on International Admission for deadlines.)		
2. Read "General Regulations" and Adviser "Master's Degree" sections, then secure registration materials in the Graduate College.	Advisor			
3. Secure assignment of a temporary advisor from major department head and enroll for the first semester.	DH & TA			
4. Plan program with advice of department head or designated Graduate Faculty member and submit plan of study.	Advisor Dean	Prior to completing the 17th credit hour.		
5. Proceed with course work and research assignment.	Advisor			
6. Take comprehensive written examinations if required by major department.	Advisor	See department for dates.		
7. Complete the Diploma Application, make any corrections needed on plan of study, and complete the Graduation Clearance Form.	Ch GCO	Within the first two weeks of the semester or session in which the degree is to be conferred. (Application is good for stated degree date only. File new diploma application if conferring of degree is delayed.)		
8. Complete research, prepare final draft copy of thesis or report and submit it at least one week prior to the final examination, along with a copy of the abstract, to each member of the examining committee and to the Graduate College. The <i>Graduate College Thesis Handbook</i> is available for download from Graduate College Internet site (http://gradcollege.okstate.edu/student/thesis.htm) and lists specific requirements for formatting the document. The advisor must sign the copy submitted to the Graduate College.	Advisor Dean	Deadlines published yearly.		
9. Take final examination or defense. The committee chair should notify Graduate College of the examination results by submitting the Result of Final Examination form immediately following conclusion of the examination.	Advisor Dean	Deadlines published yearly.		
10. Make any changes in thesis or report as required by examining committee and by the Graduate College. Advisory committee members sign final copies of thesis or report. The Graduate College makes the final decision on acceptance of the thesis or report. See the <i>Thesis/Dissertation Handbook</i> for submission options (paper or electronic).	Advisor Dean	Deadlines published yearly.		
11. Pay thesis submission fee in the Office of the Bursar and return form to the Graduate College.	GCO	Form to be obtained from the Graduate College after the thesis has been formally accepted by that office.		
12. Arrange for cap, gown and hood at Student Union Bookstore and attend Graduate Commencement.				