

## ESE Timeline for M.S. Thesis Candidates

### First Semester

- Initial registration with help from your major professor and ESE Graduate Program Specialist, Amy Ledman ([aledman@purdue.edu](mailto:aledman@purdue.edu))
- Official transcripts on file for all previous course work/degrees earned by October 1<sup>st</sup> or not eligible to register the following semester.

### Second Semester

- Advisory committee selected no later than February of second semester.
- First committee meeting before the end of the second semester.
- Saved or Draft Plan of Study (POS) filed before second semester and the final POS by the end of the second semester.
- Confirm that you meet the requirements of your home academic department and ESE-IGP.

### All subsequent Semesters prior to Last Semester

- Meet with Advisor/Major Professor frequently.
- Meet with the Advisory Committee once per semester, but not less than annually.
- Submit a signed committee meeting report to ESE Graduate Program Specialist.
- Committee meeting to determine if course objectives have been or will likely be met prior to the end of the semester and incomplete grades resolved.
- Confirm that your POS doesn't need changed due to course not taking/offered or research interest changed.

### Start of Last Semester

- Register as CAND using Scheduling Assistant and notify ESE Graduate Program Specialist.
- The first draft of thesis must be submitted to your major professor at least six weeks before examination date.
- Thesis draft must be submitted to the advisory committee at least two weeks before the intended examination date.
- 3 weeks before the intended examination, request an appointment for a final exam using Form 8, then also submit an abstract to the ESE Graduate Program Specialist to circulate before your defense.

### Successful Completion of Your Degree

- Form 7 electronically signed by all advisory committee members and ESE Program Head once final exam is complete.
- Once the final exam is complete, prepare for your dissertation deposit, which requires approval of PhD advisory committee members, ESE Program Head, and formatted according to OGSPS:
  - [www.purdue.edu/academics/ogsps/thesis/thesis-requirements](http://www.purdue.edu/academics/ogsps/thesis/thesis-requirements)
- Exit questionnaire from OGSPS and exit questionnaire for ESE.

### Minimum Credit Hours on Plan of Study

- 24 credits minimum in course work.

### Important Dates – First Year

- Draft plan of study due Dec. 1<sup>st</sup>.
- Final plan of study submission due May 1<sup>st</sup>.
- The deadline to have a committee meeting is May 1<sup>st</sup>.