

## **Summary of Timeline for M.S. Thesis Candidates**

### **First Semester**

- Initial registration with help from your major (or temporary) advisor or ESE-IGP Program Office – Christal Musser (musser@purdue.edu)
- English proficiency needs to be satisfied for foreign students before filing a Plan of Study
- Transcripts on file for all previous course work or not eligible to register the following semester

### **Second Semester**

- Advisory committee selected no later than early in the 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 frequently
- Meet with Advisory Committee once per semester, but not less than annually
- Submit a signed committee meeting report to ESE-IGP Office
- Committee meeting to determine if course objectives have been or will highly likely to 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**

- Submit Form 23 to indicate intent to graduate
- First draft of thesis must be submitted to major professor at least six weeks before intended examination date
- Thesis draft must be submitted to the advisory committee at least two weeks before intended examination date
- Thesis draft must be reviewed by your advisory committee according to the performance ratings outlined in the MS Thesis Rubric Evaluation. Copies of the signed rubric forms (one from each committee member present) must be submitted to the ESE Program Head and your associated academic department coordinator.
- 3 weeks before the intended examination, request an appointment for an examining committee date – Completed form 8.
- At this time students must submit an abstract for their seminar notice to the ESE Program Coordinator [musser@purdue.edu](mailto:musser@purdue.edu) . This will be circulated two weeks before your thesis seminar to the ESE and associated academic department student and faculty list.

## Successful Completion of Your Degree

- Pass oral defense by according to the performance ratings outlined in the MS. Thesis Rubric Evaluation. Signed rubric forms (one from each committee member present) must be submitted to the ESE Program Head and the graduate secretary of your associated academic department.
- Form 7 signed by all advisory committee members and ESE Program Head.
- Prepare for thesis deposit thesis, which requires approval of MS advisory committee members and ESE Program Head, and formatted according to the graduate school <http://www.gradschool.purdue.edu/thesis.cfm>
- Exit Questionnaire from the Graduate School.
- Exit Interview with ESE.

## Minimum Credit Hours on Plan of Study

- 24 credits minimum in course work