

Master of Science Checklist

Print this list and use it to track your progress in the graduate program and remain abreast of the time lines for completing required paper work. Please refer any questions to the Office of Admissions and Services at 817-735-2560 or gsbs@unthsc.edu

Each student is responsible for the completion of the Master of Science program according to the procedures in the catalog. Each item must be completed in the sequence and time period indicated. Forms are subject to revision at any time and should be downloaded from the GSBS Forms and Guidelines website as needed.

Date Completed	Task
	File Major Professor Designation/Compact Between Graduate Students and Their Research Advisors prior to completion of 30 SCH of study.
	File Designation of Advisory Committee form with GSBS Office of Admissions and Services prior to completion of 30 SCH of study.
	File Degree Plan form with GSBS Office of Admissions and Services prior to completion of 30 SCH of study.
	File completed and approved Research Proposal form with GSBS Office of Admissions and Services. The Research Proposal is a prerequisite for registering in Thesis credits. Students in disciplines requiring an internship practicum instead of thesis should refer to discipline handbooks for time line of research proposal submission.
	File Declaration of Intent to Graduate form according to the deadline published in the academic calendar for the semester in which you will graduate.
	File Intent to Defend form 30 days prior to formal seminar/defense. The GSBS Office of Admissions and Services will publish your seminar one week prior, one day prior and the day of the event.
	Successfully complete the public seminar and private defense on research/practicum experience. File Report of the Final Comprehensive Examination (Defense) form.
	Follow procedures for filing thesis/practicum report with the GSBS Office of Admissions and Services, as published on the GSBS Graduation website.

GSBS Forms and Guidelines <http://www.hsc.unt.edu/education/gsbs/forms.cfm>

GSBS Graduation <http://www.hsc.unt.edu/education/gsbs/gradinfo.cfm>