

**CHECK LIST FOR  
MASTER OF SCIENCE (MS) GRADUATION**

1. Research advisor and project chosen during first semester.	
2. Plan of Study submitted and approved. (due by end of second academic semester)	
3. Core courses completed.	
4. If eligible for Start of Semester Defense Exception, complete form and submit to Graduate School at least 3 weeks before defense. <i>(must be approved before student can schedule exam)</i>	
5. Application for Degree form* submitted to Graduate School before deadline. <i>(Use form located on Hokie Spa)</i>	
6. Final oral exam scheduled with Graduate School. <i>(Should be scheduled no later than two weeks before exam date).</i>	
7. Final oral exam approved by all committee members.	
8. Electronically submit thesis no later than 2 weeks after defense. Payment of all ETD fees.	
9. Complete following forms which will be provided by Graduate Program Coordinator and turn in before leaving Blacksburg. <ul style="list-style-type: none"> <li>• Alumni form (to provide contact information and job information)</li> <li>• SACs form</li> <li>• Turn in all keys to Business Manager</li> </ul>	

The Graduate Program Coordinator will get Department Head's signature for those forms that require it. She will sign for Department Staff Coordinator and make a copy for your student file. Student will need to take forms to Graduate School before deadline after signatures are obtained.

\*Application for Degree deadlines are:  
October 1 for Fall Semester commencement  
March 1 for Spring Semester commencement