



CHECKLIST OF MAJOR PROCEDURES AND FORMS FOR MASTER'S DEGREE

***This checklist is to be updated annually and copied to your Major Advisor and the AIS Graduate Education Program Facilitator**

Student's Name: _____ Advisor's Name: _____

MAJOR PROCEDURE:	TIME:	*FORM:	ACTION:	DATE COMPLETED:
Choose your major advisor	First semester	n/a	Notify AIS Graduate Education Program Facilitator	
Required Meeting with your advisor to establish your Plan of Study	First semester	Student Advising Worksheet (This is to be updated annually)	Submit Worksheet to AIS Graduate Education Program Facilitator: update as needed.	
Select Your Committee	Second semester	Master's Committee Selection Form	Submit for to AIS Graduate Education Program Facilitator.	
Master's Plan of Study	Second semester	*Plan of Study Form	Submit to AIS Graduate Education Program Facilitator. Be sure to note Graduate College deadlines.	
Human Subjects Approval	Before research on thesis begins. See http://www.irb.arizona.edu	<ul style="list-style-type: none"> • CITI test • Project Review Form 	Submit Project Approval Form to AIS Human Subjects Committee, then the UA Human Subjects Office. File a copy of the form and your approval letter with the Graduate Education Program Facilitator.	
Thesis Proposal	Second semester	Thesis Proposal Form	Submit to AIS Graduate Education Program Facilitator along with a copy of your proposal.	
Submit Thesis to advisor and committee for approval and format review	Three weeks prior to oral defense	n/a		
Oral Defense	Before April 15 (spring) Before November 15 (fall)	n/a	Schedule Oral Defense in consultation with your committee and the AIS Graduate Education Program Facilitator.	
Completion of Degree Requirements	After completion of oral defense. See published deadlines on the Graduate Degree Certification homepage at: http://grad.arizona.edu	*Completion of Degree Requirements Form	Submit form AIS Graduate Education Program Facilitator after ALL degree requirements have been met.	
Archive Thesis	See published deadlines and instructions on the Graduate Degree Certification homepage at: http://grad.arizona.edu		One copy on acid-free paper must be turned in to the AIS front office; also archive thesis electronically through the Graduate College	

*Graduate College Form

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