



## CHECKLIST OF MAJOR PROCEDURES AND FORMS FOR MASTER'S DEGREE

\*Update this checklist annually and copy to your Major Advisor and the AIS Graduate Program Coordinator

Student's Name: \_\_\_\_\_ ID# \_\_\_\_\_ Advisor's Name: \_\_\_\_\_

**Time to Degree: ALL REQUIREMENTS FOR THE M.A. DEGREE MUST BE COMPLETED WITHIN 6 YEARS OF YOUR EARLIEST COURSE USED ON PLAN OF STUDY**

MAJOR PROCEDURE:	TIME:	*FORM:	ACTION:	DATE COMPLETED
Choose your major advisor	First semester	n/a	Notify AIS Graduate Program Coordinator	
Required Meeting with your advisor to establish your Plan of Study	First semester	<b>Student Advising Worksheet</b> (This is to be updated annually)	Submit Worksheet to AIS Graduate Program Coordinator: update as needed.	
Select Your Committee	Second semester	<b>Master's Committee Selection Form</b>	Submit for to AIS Graduate Program Coordinator.	
Master's Plan of Study	Second semester	<b>*Plan of Study Form</b>	Submit to AIS Graduate Program Coordinator. <b>Be sure to note Graduate College deadlines.</b>	
Human Subjects Approval	Before research on thesis begins. See <a href="http://www.irb.arizona.edu">http://www.irb.arizona.edu</a>	<b>1. CITI test 2. Project Review Form</b>	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 Program Coordinator.	
Thesis Proposal	Second semester	<b>Thesis Proposal Form</b>	Submit to AIS Graduate Program Coordinator 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 Program Coordinator.	
Completion of Degree Requirements	After completion of oral defense. See published deadlines on the Graduate Degree Certification homepage at: <a href="http://grad.arizona.edu">http://grad.arizona.edu</a>	<b>*Completion of Degree Requirements Form</b>	Submit form AIS Graduate Program Coordinator after <b>ALL</b> degree requirements have been met.	
Archive Thesis	See published deadlines and instructions on the Graduate Degree Certification homepage at: <a href="http://grad.arizona.edu">http://grad.arizona.edu</a>		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**