Department of Space Studies
Student Progress Checklist
(updated August 2022)

For more information, please refer to the Master's student handbook and the Style and Policy Manual for Theses and Dissertations provided by the School of Graduate Studies. All forms, handbooks, and manuals are available on the Graduate School website at: https://und.edu/academics/graduate-school/current-students/. Graduate School forms are submitted through DocuSign. Graduation deadlines are posted for each semester by the Graduate School.

_____ **Complete undergraduate prerequisites as stated in your admission letter**
Applies only to students admitted with provisional status.

_____ **Choose an advisor (if changing from the advisor assigned to you at admission) and submit the Graduate School's Change form.**
Recommended: first semester for non-thesis option.

_____ **Completion of comprehensive exam parts 1 and 2**
Parts 1 and 2 are conducted at the end of the SpSt 501 and 502 courses, respectively.

_____ **Submit Program of Study form**
Recommended: second semester. Students cannot graduate without a Program of Study on file.

_____ **Present your proposed research topic (independent study or thesis) to your advisor**
Completed prior to submitting Topic Proposal form to the Graduate School.

_____ **Submit Topic Proposal form (for independent study or thesis) to the Graduate School**
Generally about halfway through the program, but must be approved by the Graduate School no later than the semester prior to graduation. Consult with your advisor regarding deliverables throughout your research.

_____ **Achieve Advance to Candidacy Status by the deadline for the semester you plan to graduate.**
To be advanced to candidacy, you must be in approved status and have submitted your final Program of Study and Topic Proposal forms. The Graduate School will notify you when you are advanced to candidacy status and eligible to apply for graduation.

_____ **Apply for graduation in Campus Connection by the deadline.**
Edit your diploma name and mailing address, if not attending commencement.

Additional Requirements for Non-thesis Option

_____ **Register for SpSt 595 Capstone**
SpSt 595 is required for all non-thesis students and can be taken after completing at least 25 credits; this course is offered each spring semester and concludes with the required week-long conference on campus during May finals week.

_____ **Completion of comprehensive exam part 3**
Generally taken in either of the last two semesters in the program. See Space Studies Graduate Handbook for details.

_____ **Submit an electronic copy of your final SPST 997 research project to your advisor for review.**
Confirm final report deadline with your advisor. Ask if your advisor requires a bound copy.

_____ **Advisor submits "Final Report on Candidate" form to the Graduate School.**

Additional Requirements for Thesis Option

_____ **Select the members of your faculty advisory committee and submit "New Committee or Change to Advisor or Committee" form**
Recommended: second semester.

_____ **Thesis proposal presentation.**
Recommended: a semester prior to the semester of your graduation.

_____ **Submission of final thesis draft to advisor.**
Recommended: at least 13 weeks before graduation. The advisor will typically need one month to read your thesis and you will need a week or more after that to incorporate the suggested changes. This process can be shortened by providing the individual chapters early. For this and the next step, your advisor and committee may follow a different process, so consult with them early and often.

_____ **Submission of final thesis draft to committee members.**
Recommended: at least eight weeks before graduation day. Committee members typically need 10 working days to read your thesis and you will need at least a week to incorporate the suggested changes.

_____ **Submit the "Preliminary Approval and Notice of Defense" form signed by your entire thesis committee to the Graduate School by the published Graduate School deadline,**
Typically, five weeks before graduation day and two weeks prior to your defense.

_____ **Thesis format check**
If you would like to hire someone to perform a format check, the Graduate School has a list of available formatters. Otherwise, it is expected that the student will submit their scholarly work to ProQuest in its final format.

_____ **Thesis Defense**
Recommended: at least 4 weeks prior to graduation in order to allow time for any necessary corrections before submitting a final copy of the thesis. Must be held on or before the published Graduate School deadline. Getting the committee together for the defense can take time, so work on finalizing this date very early, as well as scheduling the classroom through the office staff.

_____ **Submit a final electronic copy of your thesis to the Graduate School**
Must be submitted online via Pro-Quest by the published deadline for the semester in which you plan to graduate – usually one week before graduation. This includes a fee charged for a hard-bound copy for the Chester Fritz Library. Other copies may be purchased from ProQuest, but the rate per copy is quite high compared to other more reliable sources.

_____ **Submit "Final Report on Candidate" form to the Graduate School**
This form must be submitted to the Graduate School on or before the published deadline - usually a week before your graduation date. This form is generally signed by your committee on the day of your defense, but sometimes committees may recommend corrections and will wait for the final version of the thesis before signing this report. It is suggested to take this form and your thesis signature page to your defense since all committee members may be present to sign. An electronic copy of your signature page, with the Graduate School Dean's signature, will be emailed to you to insert into the final copy for ProQuest submission.

_____ **Provide an electronic copy of your thesis to each of your committee members and the department.**
The Space Studies Department requires a bound copy and an electronic copy for its permanent records. Confirm with your advisor if they would like a printed bound copy. Refer to the Space Studies handbook for more details about bound copies.