

Department of Space Studies

Student Progress Checklist

(updated December 2019)

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/>. Graduation deadlines are available at the Graduate School's [website](#) for each semester.

_____ **Complete undergraduate pre-requisites as stated in your admission letter** (*this only applies to students admitted in provisional status*)

_____ **Choose an advisor (if different from the advisor assigned to you at admission) and submit the "New Committee or Change to Advisor or Committee" 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*)

_____ **Present your proposed research topic (independent study or thesis) to your advisor** (*must be 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 half-way through the program, but must be approved by the Graduate School no later than the semester prior to graduation; consult with advisor regarding deliverables throughout your research*)

_____ **Advance to candidacy status** (*You must be advanced to candidacy status early in the semester that you plan to graduate. When all the above requirements are met, you will be advanced to candidacy admission status. No additional form is required for this process. The Graduate School will notify you when you are advanced to candidacy status. At this point, you are eligible to apply for graduation.*)

_____ **Apply for graduation by submitting "Application to Graduate" electronically** (*must be submitted by the published deadline for the term in which you plan to graduate – generally about the fourth week of the semester of your graduation*)

Additional Requirements for Non-thesis Option

_____ **Register for SpSt 595 Capstone** (*Effective Fall 2017 – SpSt 595 is required for all non-thesis students and can be taken after completing at least 21 credits; this course is offered each spring semester and concludes with required week-long conference on campus in early May.*)

_____ **Completion of comprehensive exam part 3** (*generally either of last two semesters in program—see Space Studies Handbook for details*)

_____ **Submit an electronic copy to the office administrator and your advisor** (*check department calendar for deadline; generally one week prior to final report deadline. Confirm that your advisor does not require a bound copy.*)

_____ **Submit "Final Report on Candidate" form to the Graduate School** (*This form must be submitted to the Graduate School by the published deadline – usually a week before your graduation day, and is generally completed by the department. Verify with department staff that this has been done for you.*)

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** *(must be submitted on or before 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 four 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 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 a final bound copy and an electronic copy of your thesis to each of your committee members and the department.** *(UND's Chester Fritz Library provides local, inexpensive binding service. Refer to the Space Studies handbook for more details. Confirm with committee members that they would like a printed, bound copy. In some cases, the electronic copy is sufficient. The Space Studies Department requires a bound copy and an electronic copy for permanent records.)*