

Schedule of Required Documents

CVM

REQUIRED FORMS/ACTIONS*	WHEN REQUIRED	WHO INITIATES
Patent Agreement	Before the end of the first semester of enrollment	Initiated by student online via Student Self-Services in MyPack Portal
Declaration of Thesis Advisor form	During second semester or earlier (March)	Initiated by student and submitted to Coordinator of Graduate Programs (CGP)
Appointment of Advisory Committee and submission of Plan of Work	During second semester or earlier	Initiated by student with Advisor and Committee. Please consult CGP before submitting.
Assignment of Graduate School Representative , if required (doctoral students)	After Plan of Graduate Work has been approved by Graduate School	Appointed by the Graduate School
Graduate Committee Report form	After every graduate committee meeting (at least once per year)	Initiated by Chair and sent to CGP
Request to Schedule the Preliminary Oral Examination form (doctoral students)	After written preliminary exams have been passed, but no later than one semester prior to final oral exam. Request must be received in Graduate School at least 2 weeks prior to proposed exam date	Initiated by student and sent to the CGP
Report on Outcome of Preliminary Oral Examination (doctoral students)	Immediately after oral examination is completed	Submitted to the CGP by Chair
Evaluation at Preliminary Exam forms	Immediately after oral examination is completed	Submitted to the CGP by Chair
Permission to Proceed to Final Oral Defense form	3 months prior to anticipated final oral examination date. Signed by committee members following committee meeting presenting thesis outline, thesis research progress/overview, and final experimental work anticipated for thesis.	Initiated by student and sent to CGP
Request to Schedule the Final Oral Examination form (doctoral students)	Must be received in Graduate School at least 2 weeks prior to proposed exam date (see right), and no earlier than 4 calendar months after successful completion of preliminary exam	Initiated by student and sent to the CGP. Student must also apply to graduate at the same time via MyPack Portal by navigating to <i>Student Self Services, Degree Progress/Graduation, Apply for Graduation</i>
Request for a Permit to Schedule the Master's Oral Examination (master's students)	Must be received in the Graduate School at least 10 working days before the examination is scheduled	Initiated by student and sent to the CGP. Student must also apply to graduate at the same time via MyPack Portal by navigating to <i>Student Self Services, Degree Progress/Graduation, Apply for Graduation</i>
Report on Outcome of Final Oral Examination	Immediately after final oral exam	Submitted to the CGP by Chair
Evaluation at Final Defense forms	Immediately after final oral exam	Submitted to the CGP by Chair
Draft submission of thesis or dissertation to Graduate School for thesis review	Immediately after final examination is successfully completed (<i>within 24 hours of receiving an unconditional pass</i>). This must be completed by the graduation deadline for the semester as noted in the Graduate School Calendar	Student must electronically submit the draft PDF file to the Thesis Editor via the ETD submission system for the thesis review
Final submission of thesis or dissertation to Graduate School for Graduate School acceptance	Final error free file must be submitted before the deadline for the semester as noted in the Graduate School Calendar	Student must electronically submit the final error free file to the Thesis Editor via the ETD submission system for acceptance by the Graduate School
Final committee approval of thesis or dissertation	Online approval by the student's advisory committee, through MyPack Portal before the deadline for the semester as noted on the ETD web page	Student unconditionally passes the final exam and the ETD is accepted by the Thesis Editor