

AP/MS Procedures and Instructions

Analytic Project Proposal Defense

The procedures for the Analytic Project proposal defense involve (1) informing the Graduate Assistant about the date and time of the defense and (2) completing a departmental form documenting the outcome of the proposal defense.

Student Responsibilities

1. Inform the Graduate Assistant the date and time of the proposal defense at least one week ahead of the scheduled date.
2. Ensure their Major Professor has an electronic copy of the Analytic Project Proposal Defense Form ([link](#)) available on the department's website prior to the proposal defense.
3. Ensure that the Analytic Project Proposal Defense Form is completed and signed following the proposal defense.
4. The signed form should be submitted via email to the Graduate Assistant within one week of following the completion of the proposal defense.

Plan of Study

In order to be eligible for earning an MS, students must submit a Plan of Study. The MS Plan of Study should be completed by the end of the Fall semester of the 2nd year.

Student Responsibilities

1. Initiate Plan of Study by the end of the Fall semester. Instructions for initiating the Plan of Study ([link](#)) are available on the department's website.

Analytic Project Defense

The procedures for the Analytic Project defense involve (1) initiating a Form 7 "Report of Master's Examining Committee" in the Graduate School Database, (2) documenting the outcome of the defense for the Graduate School, and (3) completing a departmental form documenting the committee's recommendation for whether the student should continue into the PhD component of our program.

Student Responsibilities

1. Students are responsible for providing the Graduate Assistant with the following information in order to initiate a Form 7: (1) the title of the AP, (2) the date and time of the defense, and (3) the location of the defense. This information needs to be provided at least three weeks before the date of the defense.
2. Ensure their major professor has an electronic copy of the PhD Program Recommendation Form (link) available on the department's website.

Major Professor and AP Committee Member Responsibilities

1. Following the completion of the defense, the Major Professor should complete Form 7 "Report of Master's Examining Committee" which will be available via a link provided by the Graduate School on the day of the defense (note: let the Graduate Assistant know if you do not receive a link for this form).
 - a. If there are conditions associated with the defense, do not complete the form at this time. It can be completed when you have verified whether or not the conditions have been met.
 - b. For "Basis of Recommendation" select "oral examination of the candidate."
 - c. For "Degree Recommendation":
 - i. If the student passes, select "recommend that the candidate be certified to the faculty for the above degree"
 - ii. If the student fails, select "do not recommend that the candidate be certified to the faculty for the above degree"
 - d. At the bottom of the page check the box "I confirm that the examining committee was comprised of the faculty members listed above"
 - e. Click "submit report"
2. Once the MP has completed Form 7 "Report of Master's Examining Committee," the remaining committee members will receive a link from the Graduate School requesting their electronic signatures on the form.
3. Following the defense, the Major Professor and other committee members should complete and sign the PhD Program Recommendation Form. This form should be sent to the Graduate Assistant within one week following the completion of the defense (or the verification of any conditions that arose from the defense).