

1. Visit the CAFES Graduate Program Coordinator & Assistant in the Deans' Office, room 11-211.
  2. Introduce yourself to your program's department head/chair and identify a tentative graduate committee chair.
  3. Assemble your graduate committee (three persons from at least two departments) during the first quarter; select faculty who can best advise you with your studies and your thesis topic.
    - Interview with several eligible faculty (full-time, tenure track).
    - Invite faculty to serve as graduate committee members.
    - Complete the **Graduate Committee Membership Form** and file with the Graduate Coordinator (Dr. Mark Shelton) before proceeding to Step 4.
  4. Prepare a draft **Formal Study Plan** while you are enrolled in your first 12 units, if possible.
    - Have a committee meeting and agree to the Formal Study Plan.
    - Complete a **Formal Study Plan** based upon your committee approved courses, obtain committee signatures and submit the signed Formal Study Plan to the Graduate Coordinator for final approval before completion of the 12th unit of coursework.
    - Maintain GPA above 3.0 in Formal Study Plan courses.
  5. Complete the **Graduation Writing Requirement** (GWR) during your first quarter.
  6. File an **Advancement to Candidacy Form** after sufficient coursework has been completed to allow the department to make a qualitative judgment of your progress *before* registering for the thesis or oral examination.
  7. File a **Request for Graduation Evaluation Form** at least 2 quarters before you plan to graduate. This process will clearly identify any remaining graduation requirements.
  8. Complete any remaining course units and consult with your committee chair to schedule the oral comprehensive exam / thesis defense. Prior to your oral comprehensive exam / thesis defense, be sure your committee reads and edits your thesis. Except for editorial and/or organizational changes, the thesis should be approved by your committee *prior* to the defense.
  9. Schedule your thesis defense with the Graduate Program Assistant, who can arrange the location and audio-visual equipment for you.
  10. Take the oral comprehensive exam including thesis defense, if appropriate. Obtain the **Results of Final Examinations Form** for reporting results from your committee chair to the Graduate Coordinator. Committee needs to sign this form. Return it to the Graduate Program Assistant (Dean's office)...and Graduate!
- **Ag Ed M.S. Students:** make sure you deliver a copy of your final project to the library on CD