**Master Degree Checklist: (Based on 2 year plan)**

**Selecting the Major Advisor & POS Committee**

* Find a major advisor by the end of 1st semester
  + Major advisor must be a tenure-tracked or tenured Professor
* Find POS Committee by end of second semester
  + Consists of at least 3 faculty, including
    - the major advisor chairs the POS Committee
    - a full or associate member of the IME Department graduate faculty
    - a tenured faculty member outside the student's program, or an NDSU Graduate School approved, qualified off campus expert

**Completing the M.S. POS**

* Consult with major advisor about plan of study
  + Complete and submit plan of study form by the end of second semester
    - <https://ndsu.edu/fileadmin/gradschool.ndsu.edu/Forms/Student_Forms/Masters_POS.pdf>
    - Submit to IME Graduate Program Director
    - Submit to NDSU Graduate School through the IME Office
  + Complete “Intent to Graduate” (You must submit by the published deadline for the term in which you plan to graduate)

**Developing M.S. Thesis Proposal**

* 2-6 page written proposal
  + needs to be delivered to the POS committee at least one week before the oral presentation of the proposal
* Oral Presentation of the proposal
  + At least 2 weeks before the scheduled oral presentation date, submit a request for Graduate School approval: <https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=2a9913c9-5be4-4dbe-8092-92a4e732675f>.
  + Must be held no later than one semester prior to the final thesis defense but preferably within the first semester
* The proposal cannot be in the same semester with the final defense.

**Final copy of Thesis + “Request to Schedule Final Exam Form”**

* At least 2 weeks before final thesis
  + Submit a final copy of thesis/paper to the committee
  + Submit a request to schedule a final exam for Graduate School approval:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=2a9913c9-5be4-4dbe-8092-92a4e732675f>

**After the M.S. Thesis Final Defense**

* Once completed, submit signed Approval page to the Graduate School
  + <https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers/disquisition_formatting>
* Submit dissertation to the Graduate School for format review
* Complete Format Review
* For more details, see <https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers>