

TO DO LIST

Year one:

- 1) Fill out employment and other paperwork within the next three days and return to Connie Hockaday in 1113 Jordan (*Info sheet, Patent Agreement, Tax forms, Selective Service form*)
- 2) Get key to your office (Sue Brindle in 1128).
- 3) Take steps towards establishing NC residency for tuition purposes (US students from out of state) before or early in the first semester. This is not required but is highly desirable both for you and the college. (*See Instructions Concerning the Establishment of N.C. Resident Status handout*)
- 4) With aid of initial advisor select and register for courses for the Fall (9 credit hrs per semester are required for those students who are on assistantships in the Fall and in the Spring). Do the same for the Spring semester in the pre-registration period which occurs in mid-Fall. Be sure to register before the end of the first week of class(and if 9 hrs are required you must remain registered for 9 hours for the entire semester to ensure full benefits)
- 5) By the end of your first semester, secure the agreement of a faculty member to be your permanent advisor who will chair or co-chair your advisory committee. Inform Connie if this is a change from your initial advisor. The initial advisor to students on Research Assistantships have already agreed to serve as chair; these students may change advisors but should be sure that RA support is available from the new advisor.
- 6) Select a research topic.
- 7) Start thesis or dissertation research
- 8) With aid of your advisor select at least 2 (for MS students) or 3 (for Ph.D students) additional faculty to serve on your advisory committee and secure their consent to serve. At least two members(including your advisor) must be permanent MEAS faculty. Other members may be faculty from other departments or adjunct professors with Graduate Faculty Status
- 9) Before the end of the second semester, submit your Plan of Work (POW); a copy of form is in your packet but is also available from Connie. Have it signed by the committee and the DGP. This lists: thesis topic, potential completion date, names of committee, and list of courses taken and to be taken. MS students need a minimum of 30 hrs and PhD students a minimum of 72 past the BS or 54 past the MS.

MS students: 6 hrs of MEA 695 (MS Thesis Research) and 1 hr of MEA 601 (Student Seminar) and at least 18 hours of course work are required in the minimal 30 hour plan. Note that 6 hours of MEA 695 are the most that can count towards the 30 hour MS minimum. Also while 400 level courses taken outside MEAS can count, 400 level courses in MEAS do not count towards the minimal 30 hrs. Courses lower than 400 do not count. Also at least 20 hrs must come at the 500 level and above.

Ph.D students: Only MEA 801 (Student seminar) is required by the department. Most Ph.D programs have many hours of MEA 895 (Ph.D Research); Appropriate courses are determined by you and your committee

- 10) Once the Plan of Work is submitted, you must meet with your committee at least once a year.

Year 2 and after:

You must register each Fall and Spring until you graduate.

Students on assistantships must register for the minimum number of hours given at

http://www.fis.ncsu.edu/grad_financialService/pocket_chart.htm (see *Pocket Chart handout*)

For MS students:

- Take seminar in 3rd semester (4th at the latest).
- Meet with committee at least once each year
- Complete coursework on Plan of Work (POW).
- Complete research on thesis.
- Write your thesis.
- File Request for Diploma Card within first 6 weeks of semester that you anticipate graduation
- Submit thesis to your committee two weeks before the final exam.
- Take final oral exam (*must be scheduled through Connie with 2 weeks notice*).
- Pass exam and get committee signatures on cover page of thesis when each member is willing to approve the thesis
- Schedule thesis review with thesis editor; only signed cover page is required. Thesis review must take place at least about 6 weeks before graduation otherwise the degree is conferred at the next graduation. The deadline for thesis review is announced at the start of each semester. If you miss the deadline for thesis review but do have the review before the start of the next semester, a new diploma card is required but registration the following semester is not required
- Submit thesis electronically for review by the Grad School.
- Graduate

For PhD students:

- Take seminar in 3rd semester (4th at the latest).
- Meet with committee at least once each year
- Continue coursework on Plan of Work (POW)
- Continue research.
- No earlier than your 4th semester take your Written Preliminary Exam which is put together by your advisory committee.
- Prepare a written Ph.D proposal which is submitted to your committee two weeks before Oral
- Take Oral Preliminary Exam (*must be scheduled through Connie with 2 weeks notice*).
- Complete research.
- Write dissertation.
- Complete course work on POW
- File Request for Diploma Card within first 6 weeks of semester that you anticipate graduation
- Submit dissertation to your committee two weeks before the final exam.
- Take Final Oral Exam (*must be scheduled through Connie with 2 weeks notice*).
- Pass exam and get committee signatures on cover page of dissertation when each member is willing to approve the thesis.
- Schedule thesis review with thesis editor; only signed cover page is required. Thesis review must take place at least about 6 weeks before graduation, otherwise the degree is conferred at the next graduation. The deadline for thesis review is announced at the start of each semester.

If you miss the deadline for thesis review but do have the review before the start of the next semester, a new diploma card is required but registration the following semester is not required

- Submit dissertation electronically for review by the Grad School.
- Graduate

Guidelines for writing thesis: http://www.fis.ncsu.edu/grad_publicns/thesdis/

Instructions for electronic submission of thesis: <http://www2.acs.ncsu.edu/grad/ETD/>

Thesis and Dissertation Workshop Schedule: <http://www.grad.ncsu.edu/reports/etd/etdwwk.asp>

Graduate School Support Plan: http://www.fis.ncsu.edu/grad_financialService/

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