

M.S. Degree in Hydrology (Thesis) Checklist

Note: All forms mentioned below can be found at: <http://gradschool.mines.edu/GS-Forms>

Step 1: Develop a preliminary course plan with your advisor. It is in the student's best interest to get the course plan approved before the end of the second semester (and ideally in the first); this plan can then be placed in your official file. This gives the student time to take any required courses.

Step 2: Determine a thesis research topic and formalize your advisor. This should be completed by the end of the first semester.

Step 3: Select a committee no later than your second semester and fill out the Graduate School Committee Form; see info here: http://hydrology.mines.edu/Committee_Req.pdf

You should provide each member with a summary of your thesis topic and ask him/her to serve on your committee before bringing them a form to sign.

Step 4: Develop a research proposal in concert with your advisor. This is typically done by your second semester.

Step 5: Distribute the approved research proposal to your committee and schedule a committee meeting to discuss the proposal and research plan. The thesis proposal is typically completed in the second semester of your graduate program. The specific format is determined by the committee and is tailored to the specific needs of the research project and student.

Step 6: Make an oral presentation of your research proposal (ideally in semester 2) to committee and gain committee approval to proceed. Complete your Admission to Candidacy form and obtain committee signatures. Bring completed document to Tim VanHaverbeke.

Step 7: Within *four weeks after the start of the semester in which you plan to graduate*, complete your Application for Graduation document (available only from the CSM Graduate Office: <http://inside.mines.edu/How-to-Apply-to-Graduate>) and obtain advisor's signature.

Step 8: Prepare a draft of your thesis and obtain advisor approval before submitting this to your committee. The thesis should be free of grammar and spelling errors before your advisor sees it for the first time. Distribute the approved document to your committee two weeks prior to the defense date, *and no later than seven weeks before the end of the semester in which you wish to graduate.*

Step 9: Complete paperwork to schedule your thesis defense, called the Graduate School Thesis Defense Request Form; this should be done at least several weeks in advance (it is not easy to find a room, and the graduate school requires it). Notify Tim via email with the time, date, location and title of your presentation.

Note: If you plan to “walk” in a particular graduation ceremony, check the deadline to turn your completed, signed, and bound thesis to the library. You will likely need 1-2 weeks after your defense of your thesis to make the committee-requested changes, so plan accordingly.

Step 10: Make an oral thesis defense presentation to committee members and gain committee approval to graduate. The MS defense should generally require 25-30 minutes to present. The general public will be invited to the presentation. You should allow 3 hours for the defense and subsequent questions. Bring copies of the thesis cover page to your defense. Note that you have to bring provide several copies of the thesis cover pages. See current graduate school requirements for the exact number of copies.

Complete the work-completion form and obtain committee signatures. You should bring this form to your thesis defense. Once all committee members have signed the form, bring it to the Director for signature.

Step 11: Make final corrections to your thesis. Obtain all committee signatures on the forms.

The graduate school requires a format check of the thesis, which cannot be completed until your thesis cover pages are signed.

Step 12: Complete the CSM and home department and university check-out forms—information is available here: http://inside.mines.edu/Check-Out-Process_2. This must be completed 4 weeks prior to the graduation date.