

M.S. Technical Communication Program Completion Checklist

Please visit <http://www.colostate.edu/Depts/TJ/graduate.html> for more details on the items addressed in this checklist.

Before Your First Year

What to Do	When to Do It	Complete
Meet with your temporary advisor (assigned by graduate coordinator) to develop draft program of study and register for courses. Temporary adviser completes DG1 New Graduate Student Advising Form .	Prior to first semester of enrollment.	
Attend residency orientation and take steps to establish Colorado residency for purpose of in-state tuition, if applicable.	Prior to first semester of enrollment.	
Provide your student profile (Bio/Pic) to Graduate Program Administrator Norma.Tamez@colostate.edu for the JTC website	During the first weeks of your first semester.	

During Your First Year

What to Do	When to Do It	Complete
Select your permanent adviser in consultation with the graduate coordinator.	As soon as possible, no later than the end of your first year	
Select graduate committee in consultation with your advisor.	By end of first year	
Complete, print, sign, and submit GS6 form (Program of Study) , available on the Graduate School website . Check your Graduate Degree Audit via RamWeb to make sure your GS6 has been approved.	By end of first year. (If not submitted before registration opens for your 4 th semester of study, you will not be permitted to register.)	
Work with advisor to complete and defend thesis/project proposal : 1. Determine date of defense in coordination with advisor and committee. 2. Reserve conference room and equipment (if needed) with Norma Tamez in C228 . 3. Arrange distribution of draft proposal to committee a minimum of one week prior to defense. Determine if electronic copy or hardcopy preferred. 4. Advisor will bring DG2 (Proposal Approval Form) to proposal defense.	By end of first year	
Complete H-100 form (Application for Human Research Review) , if applicable. Your adviser is Principal Investigator and should help you prepare the form.	By end of first year	

Before Your Thesis/Project Defense

What to Do	When to Do It	Complete
Make sure you comply with the Graduate School's continuous registration requirement for the semester in which you will be graduating (1 credit of coursework each semester or enroll in CR).	By registration deadline for semester of graduation	
Complete GS9A form (Petition for Change in Committee) , if applicable.	As soon as change is decided upon, no later than thesis/project defense date	
Attend a Graduate School graduation workshop ; obtain instructions for typing thesis and completing all forms for graduation at this workshop. Read Thesis Manual .	Before your thesis/project defense	
Complete GS25 form (Application for Graduation) . Include any changes to course work or course prefixes listed on the GS6, as well as any courses you would like to transfer in from programs outside CSU.	By the Graduate School's deadline for the semester in which you wish to graduate: 10/2/09 for Fall 2009, 2/12/10 for Spring 2010.	

What to Do	When to Do It	Complete
Clear any Incomplete grades .	By the Graduate School's deadline for the semester in which you wish to graduate: 12/18/09 for Fall 2009, 5/14/10 for Spring 2010.	
Work with advisor to complete and defend thesis (Plan A) or research project (Plan B): 1. Determine date of defense in coordination with advisor and committee. 2. Reserve conference room and equipment (if needed) with Norma.Tamez@colostate.edu . 3. Arrange distribution of thesis/project to committee a <i>minimum</i> of one week prior to defense. Determine if electronic copy or hard copy preferred.	Before your thesis/project defense	
Bring three to four thesis signature pages on proper paper to your defense.	Day of your defense	

Once You've Passed Your Defense

What to Do	When to Do It	Complete
Deliver a signed GS24 form (Report of Final Examination Results) to the Graduate School <i>within 48 hours</i> of your defense.	<i>Within 48 hours</i> of your defense and in time to meet deadlines for thesis submission: 11/11/09 for Fall 2009, 4/7/10 for Spring 2010.	
Obtain the Department Chair Greg Luft's signature on your signature pages.	As soon as possible, no later than Graduate School thesis/project deadlines (see above)	
Deliver the required copies of your thesis/project and extra cover/signature pages to the Graduate School. Make sure all specifications noted in the Graduate School Thesis Manual are met.	By the deadline for the semester in which you wish to graduate: 11/11/09 for Fall 2009, 4/7/10 for Spring 2010.	
Deliver courtesy copies of your thesis/project to all committee members requesting copies. These copies can be printed on regular paper and bound inexpensively.	In time to meet deadlines for thesis submission: 11/11/09 for Fall 2009, 4/7/10 for Spring 2010.	
Deliver one hard copy of your completed thesis/project to Norma Tamez in Clark C228 for archiving. This copy can be printed on regular paper and bound inexpensively.	In time to meet deadlines for thesis submission: 11/11/09 for Fall 2009, 4/7/10 for Spring 2010.	
Deliver an electronic copy of your thesis/research project abstract to Norma Tamez in Clark C228. You may either provide this abstract on disk or send it as an email attachment.	In time to meet deadlines for thesis submission: 11/11/09 for Fall 2009, 4/7/10 for Spring 2010.	
If you did a thesis, complete and print a Journalism Abstracts form (available at http://aejmc.org/abstracts/jasubform.pdf). Deliver this form and a hard copy of your thesis abstract to Norma Tamez in Clark C228. This version of your abstract must be 250 words or less.	In time to meet deadlines for thesis submission: 11/11/09 for Fall 2009, 4/7/10 for Spring 2010.	
If you obtained Human Research Committee approval before conducting your research, submit H-101 form (Status Form for Renewal or Close) to CSU's Research Integrity and Compliance Review Office.	In time to meet deadlines for thesis submission: 11/11/09 for Fall 2009, 4/7/10 for Spring 2010.	
Check your Graduate Degree Audit (GDA) via RamWeb to ensure you are cleared to graduate. Address any barriers to graduation clearance that are listed here.	Check intermittently between thesis deadline and commencement until cleared.	
Return all departmental keys to Norma Tamez in C228.	Before you leave campus.	
Return all materials (e.g., books, journals or reports) you have borrowed from faculty members or the library. Pay balance (if any) on student account.	Before you leave campus.	
Provide your current mailing address to Norma Tamez so that you can receive the department's alumni newsletter.	Before you leave campus.	