

Degree Progress Checklist-Thesis Option (Updated 10/1/10)DATE

Return signed form accepting GA offer	
Take GEOL 7001 if on RA for summer before 1st classes	
Complete FAFSA application (http://www.fafsa.ed.gov/)	
Meet with the Grad Prog Dir (GPD)/faculty advisor to discuss undergrad deficiencies and select courses	
If you have undergrad deficiencies have grad director complete POS form for Financial Aid	
Take comprehensive examination	
Attend Introductory Meeting for Graduate Students	
Attend training sessions for new Teaching Assistants	
(Out-of-state students only) Begin taking steps to be granted in-state residence status.	
Sign GA contract & complete other hiring paperwork	
Complete make-up work for comprehensive exam	
Ensure passage of comps recorded in "Black Book"	
Meet with a sufficient number of faculty members to make a well-informed decision about a thesis project	
Choose a thesis advisor and project	
(Out-of-state students only) Check with GPD to insure information about GA/OSTW status has been entered into university system for the second semester.	
If switching from thesis to non-thesis option ensure appropriate form is completed by department.	
Submit copy of first draft (version before corrections are made by major advisor) thesis proposal to GPD	
Defend proposal, get signatures, & put copy in GR 101.	
Complete Pre-Thesis Research Approval Form & give to GPD	

	<u>DATE</u>
Complete Geologic Manuscripts (GEOL 6900)	
Apply for summer research money and OSTW (Must have defended proposal & pre-registered for Fall)	
Notify GPD in writing when remove deficiencies	
(Out-of-state students) Apply for in-state residence by June-Show GPD application before submission	
Read Man. of Basic Require. for Theses & Dissertations http://www.ecu.edu/cs-acad/gradschool/Thesis-and-Dissertation.cfm	
Ensure all work to remove grades of "I" is completed including GEOL 7001 taken during the summer	
Complete course work except GEOL 7000	
REGISTER for GEOL 7000 the semester of graduation	
Apply for graduation (~1/21 or 9/4) early in the semester of graduation. Name should appear as on diploma.	
Submit "Closeout of Research Space" form to GPD who will then submit GRAD SUMMARY	
Choose courses to be designated (NA) on Grad Summary	
GPD completes GRAD SUMMARY early in semester. Ensure transfer/non-degree credit has been recorded.	
Complete "Graduate Student Exit Survey" on ONESTOP	
All ECU theses are submitted electronically. You must familiarize yourself with the format/copyright requirements and steps for electronic submission early in the process of preparing your thesis document. Information about the requirements and process can be accessed at the following website: http://www.ecu.edu/cs-acad/gradschool/The-Electronic-Submission-Process.cfm	
Submit first draft of thesis to advisor	
When draft approved by thesis advisor go online and submit to Assoc. Dean of the Grad School for review	
Schedule defense date & inform department secretary	

	<u>DATE</u>
Retake portions of Comps Exam for Dept. Assessment	
Defend thesis and get committee signatures on ECU ETD Non-Exclusive Distribtuion Agreement.	
Thesis committee & department chair sign thesis after necessary changes are made	
Deliver required originals of signature page & ECU ETD form & copyright permissions to Grad School.	
Consult with committee RE: # of printed copies needed.	
Convert approved thesis to pdf & submit electroncially For submission deadline consult http://www.ecu.edu/registrar	
Make formatting changes required by Grad. School. Make changes in original; save, convert, and resubmit.	
Supply Grad. Dir. w/ copy of title page & abstract, # of pages, plates and tables, type and scale of fold-out maps, and # of references cited	

1. Whenever a student receives a grade of "I" in a graduate course they must immediately put in writing what is required to remove the grade of incomplete, using the form supplied by the GPD. The instructor must then sign the form and it must be placed in the student's file in the main office.

2. Well before the end of the spring semester out-of-state students must request the Graduate Director to apply for a summer out-of-state-tuition-waiver(OSTW) for them, if they intend to take courses during the summer.

3. Returning students receiving assistantship funds during either first or second Summer session must pre-register for the Fall semester in order to be issued a check.