

**Appendix A: CMWS Master's Degree Program Timeline and Degree Completion Checklist**

<b>Milestone/Task</b>	<b>Timeline/ Target Date</b>	<b>Date Completed</b>	<b>Did Student Meet Target Date and/or Task? If no, provide explanation.</b>	<b>Required Signature or Form Filed</b>
1. Student accepted into graduate program	Spring or fall			
2. Student formally begins program	Fall or spring semester			
3. Establish major professor	Before end of first semester of enrollment			
4. Choose thesis or professional experience track	Before end of first semester of enrollment			
5. Establish Graduate Advisory Committee: a. If thesis track, choose at least 3, counting major professor, SCMSS affiliated faculty to serve as Graduate Advisory Committee; or b. If professional experience (internship) track, choose at least 3, counting major professor, SCMSS affiliated faculty and the supervisor of internship to serve as Graduate Advisory Committee	Beginning of second semester of enrollment			
6. Approve proposal: a. If thesis track, proposal must be approved by Graduate Advisory Committee and Graduate Programs Coordinator; or b. If professional experience track, proposal must be approved by Graduate Advisory Committee and SCMSS Graduate Programs Coordinator 1. Details of the work should be described and filed with the SCMSS Graduate Programs Coordinator and a formal internship agreement (MOU and Internship Learning Contract) in place as necessary per University Internship Policy before beginning the internship	Before end of second semester of enrollment			

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7. Achieve eligibility for Admission to Candidacy (in addition to the above requirements): a. Complete a minimum of 12 semester hours of graduate work; b. Earned a B or better average on all graduate work; c. Earned a B or better in all 3 core courses; d. Clear the English proficiency requirement, if applicable; e. Approved by SCMSS Graduate Programs Coordinator	Before end of second semester of enrollment			
8. Complete minimum of 30 graduate credit hours achieving a minimum 3.0 grade point average	Before end of fourth semester of enrollment			
9. Research thesis or professional experience: a. Conduct research project for thesis; or b. Complete internship (at least 450 hours)	Before end of fourth semester of enrollment			
10. Approve thesis or final report: a. Thesis completed and approved by Graduate Advisory Committee, and then submitted to SCMSS Graduate Programs Coordinator; or b. Final written report (summarizing the professional experience) completed and approved by Graduate Advisory Committee, and then submitted to SCMSS Graduate Programs Coordinator	Before end of fourth semester of enrollment			
11. Present and defend: a. Present and successfully defend thesis; or b. Oral presentation summarizing the professional experience and defense	Before end of fourth semester of enrollment			
12. Submit documents, including Graduation Application, demonstrating all degree requirements have been met	Before end of fourth semester of enrollment			