M.S. Graduate Student Record

Instructions: This sheet is to be completed by the student and major advisor and kept in the student's file in VMA 202. It is designed to monitor the progress of the student and to ensure that all requirements are met for graduation. At the student's final defense, this completed sheet should be signed by all of the committee members to confer their agreement that all requirements for graduation have been met. When the chairman signs off on the thesis, this form should be included.

Student Name: _____ SS# _____ Major:_____

Date of acceptance / entry into VTPB PhD program:_____ Advisor:_____

Requirement	Date Completed	Initials: Student	Advisor
Establish formal advisory committee and submit Degree Plan to Office of Graduate Studies (end of second term excluding summers)			
Submit research proposal to advisory committee			
Submit final, corrected research proposal to Office of Graduate Studies (at least 14 weeks prior to close of the semester in which student graduates or prior to scheduling final exam, whichever comes first)			
Required Annual Committee Meetings: Year 1			
Year 2			
Year 3			
Submit written problems or deterrents to progress to the advisory committee if fail to graduate at the end of year 3.			
Thesis in final form given to advisory committee members for editing and approval (a minimum of 2 weeks before the final defense)			
Final defense (See Office of Graduate Studies calendar for deadlines)			
Submit corrected thesis to Office of Graduate Studies with signed forms (see OGS calendar for deadlines)			
Give departmental seminar			
Complete peer-reviewed manuscript (can be submitted, in press or published)			
Graduate			

Signatures of Committee Members:

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