

Geography Program MA Degree Checklist

√	Procedure	When To Do
	1. Read general regulations and MA degree sections of the UNL Graduate Studies Bulletin and the General Guidelines and Requirements /Geography M.A. Consult with your assigned first-year advisor and register for coursework, making certain you include the required courses listed in the Guidelines and Requirements /Geography M.A.	As soon as possible.
	2. Bookmark the Graduate Studies website and refer to it often for deadlines , forms, and detailed instructions. Also check out the Resources for Current UNL Graduate Students web page for additional information.	Continually.
	3. Select a permanent advisor and a thesis topic in conjunction with your advisor. Masters degree option (I , II, or III)	
	4. With the aid of your advisor, select at least two other professors to serve as your advisory committee. All three members of your committee must be members of the graduate faculty. Adjunct faculty may serve on the committee as additional members. Fill out and submit M.A. Advisory Committee Formation Form and submit to Office of Graduate Studies.	No later than mid-term or 2 nd semester.
	5. Prepare a tentative Memorandum of Courses (MOC). After approval by your advisor, submit this document to the members of your committee and organize an initial meeting to discuss your project and coursework.	Prior to completion of more than half of your credit hours.
	6. Submit an approved Memorandum of Courses (MOC) to the Office of Graduate Studies for approval. The signatures of your advisor and the Geography Graduate Committee Chair must be obtained prior to submission. All course deficiencies must be completed before approval.	Prior to completion of more than half of your program requirements. A student may NOT file an MOC and graduate in the same semester or summer session.
	7. Prepare and present a thesis prospectus. A written one or two page summary of your research plan should be approved by your advisor and advisory committee.	No later than the first half of your second semester.
	8. Complete written and oral comprehensive examinations as given by your committee.	Within 10 months prior to completion of degree requirements.
	9. Check degree deadlines on the Office of Graduate Studies Master's Degree Forms and Deadlines web page.	At the beginning of the semester in which you plan to graduate.

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	10. Go to the Guidebook for Preparation and Submission of a Thesis and consult the format instructions in this Guidebook for Preparing a Thesis.	Before writing thesis.
	11. Complete the Application for Degree and submit it to the Graduation Services Office, 109 Canfield Administration Building, with \$25 payment.	At the beginning of the semester in which you plan to graduate.
	12. Finish all incomplete coursework in your program (except thesis), and if necessary, submit changes to your MOC following the directions on the Master's Degree Forms and Deadlines web page.	At the beginning of the semester in which you plan to graduate.
	13. Arrange for cap and gown rental at the Nebraska Union Bookstore.	About 8 weeks before Commencement.
	14. Schedule time and location of your final oral exam (check with all committee members). Complete the Final Examination Report for Masters Degree form . The signatures of your advisor and Geography Graduate Committee Chair must be obtained prior to submission to the Office of Graduate Studies. The Graduate Committee Chair may need several days to review your files before signing the form. If the Graduate Committee Chair is not available, please contact the Graduate Committee Vice Chair.	At least 4 weeks before the final oral exam.
	15. Submit an electronic copy of your thesis to the Master's Specialist (Terri Eastin) at the Office of Graduate Studies for format approval. Deliver a copy of your thesis and abstract to each person on your committee.	At least 2 weeks before the final oral exam (One week in summer).
	16. Take final oral exam (Thesis Defense).	Before deadlines for the given semester.
	17. Obtain the signed Final Examination Report for Masters Degree form from your committee.	Before deadlines for the given semester.
	18. Make changes in your thesis as required by your committee or by the Office of Graduate Studies.	Before deadlines for the given semester.
	19. Have the final copies of your thesis stamped at the Office of Graduate Studies before going to the Library.	Before deadlines for the given semester.
	20. Deposit two unbound approved copies of your thesis at Love Library, Room 106. Librarian will sign final exam form.	Before deadlines for the given semester.
	21. Pay binding fee to Cashier in Administration building. Cashier will sign final exam form.	Before deadlines for the given semester.
	22. File completed form in the Graduate College Office.	Before deadlines for the given semester.

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	23. Settle all outstanding accounts (libraries, campus police, etc.), and return any items borrowed from other departments, from other labs within the Geography Program, and from your advisor.	Before deadlines for the given semester.
	24. Provide bound copies of your thesis to your advisor and the Geography Program and, if requested, to members of your advisory committee.	
	25. Return your keys and get your refund at the Key Shop, Maintenance Shop, 942 N 22 nd St, City Campus, Tel. 472-8083.	
	26. Attend Commencement Exercises.	
	27. CELEBRATE!!! YOUR GRADUATE DEGREE IS A MAJOR ACCOMPLISHMENT IN YOUR CAREER.	

Additional Resources:

Resources for Current UNL Graduate Students: <http://www.unl.edu/gradstudies/current/> includes other helpful information for grad students including fellowships, awards, insurance etc.

Institutional Research Board (IRB): <http://www.unl.edu/research/orr/irb.shtml> - Information concerning procedures and policies regarding research using human subjects.

Certificate of Full-time Status: <http://research.unl.edu/gradstudies/fulltime/> If a student does not need to be registered for full time hours, this allows them to have a reduced course load without losing their full time status. A Master's student writing a thesis may file in their final semester.