## SUMMARY OF CPB AND GRADUATE SCHOOL
## ADMINISTRATIVE PROCEDURES FOR THE THESIS OPTION MS DEGREE

The following summarizes the steps for completion of the MS degree. Detail is outlined in the Graduate School Policies and Procedures Manual for Administering Graduate Programs and other Graduate School policies.

1. Obtain formal admission to CPB and the Graduate School of Purdue University. Any conditions of admission are specified in the Graduate School and CPB notification letters.

2. Satisfy any conditions of admission for the Graduate School and OEPP requirement for international teaching assistants.

3. Complete first (and each) semester's course registration in consultation with the major advisor who will answer course-related questions.  The CPB Graduate Program Coordinator will distribute partially completed registration forms along with a memo and will answer questions pertaining to University registration policies. The major professor will email the completed registration form to the CPB Graduate Program Coordinator who will enter the registration into myPurdue.

4. Each student should register for 1 credits of CPB 69700 (Research Seminar). CPB 69700 is required every semester unless a conflict  for a needed course arises.

5. Each student is required to take an ethics course during Year 1 or 2 of the graduate program.

6. Work with major advisor to establish advisory committee, selecting a minimum of two additional members for the committee; meet with advisor and committee to develop electronic plan of study (E-POS) and plan of research (POR).

7. Submit draft E-POS and CPB/GSC E-POS/POR Approval form signed by advisory committee to CPB Graduate Program Coordinator for GSC approval. Once approved, CPB Graduate Program Coordinator will email student to submit E-POS in final form.  This should be done no later than the end of the second semester of residence.  CPB sections may have other specific requirements.  Delays may be granted for sufficient reason, if requested.

8. Continue annual meetings with advisory committee throughout program until research is completed. An annual report using GSC Form 6 is mandatory.

9. Submit plan of research and CPB/GSC E-POS/POR Approval Form signed by advisory committee to CPB Graduate Program coordinator for GSC review.

10.     Work with the Graduate School's Thesis/Dissertation Office to properly submit your thesis.  You should attend a workshop prior to your last semester so you are familiar with what needs to be done.

11.     Request Graduate School appointment of final examining committee (Online GS Form 8 through the CPB Graduate Program Coordinator).  Confirm date with advisory committee no later than four weeks prior to the final exam date.

12.     Circulate student and major advisor approved final draft of thesis (including format approval by major advisor) among the examining committee no later than three weeks prior (may be less if entire committee agrees) to the final examination.

13.     Schedule CPB thesis defense with CPB Graduate Program Coordinator.  Work with the CPB Department Head Secretary to prepare the defense announcement, including an abstract.  The final examination must be passed no later than one week before the last working day of classes for the semester. The committee will complete an online exam report form following the defense.

14.     Make any final revisions to thesis during the week following the oral examination and no later than last working day of classes for the semester.

15.     Submit approved thesis to Graduate School.  The student will pay the deposit fee.  Make sure the CPB Graduate Program Coordinator has taken care of this step prior to your thesis submission.  This should be done no later than the last working day of classes for the semester. No extensions will be granted by the Graduate School.

**Abbreviations Used:**

GS – Graduate School
GSC – CPB Graduate Studies Committee
POR – Plan of Research

OEPP – Oral English Proficiency Program
E-POS – Electronic Plan of Study