

## Master's Checklist and Timeline

*This checklist does not comprise any specific program area requirements and there may be additional requirements that students need to complete while registered for graduate studies at Purdue.*

Requirements	Estimated Start Date	Estimated Finish Date
<p><b>Subscribe to the College of Education Graduate Student Email Listserv (COEGRAD)</b></p> <p>To subscribe, address an email to <a href="mailto:listserv@lists.purdue.edu">listserv@lists.purdue.edu</a>.</p> <ol style="list-style-type: none"> <li>1. Enter anything in the SUBJECT such as: <b>Subscribe</b></li> <li>2. In the body of the email, enter: <b>Subscribe COEGRAD</b></li> <li>3. Send the email. (You will receive a confirmation email from the server.)</li> </ol>	Upon Admission	
<p><b>Register for Classes (each semester)</b></p> <p>Meet with your faculty advisor to choose courses for advanced registration. Register for classes using <a href="#">myPurdue</a>, and the registration PIN 999999. <u>Register early to avoid the \$200.00 late registration fee.</u></p>	Prior to the first week of classes each term	
<p><b>Plan of Study</b></p> <p>Submit an electronic plan of study during the second semester. The plan of study approval process can be lengthy, so you should submit your plan as early as possible. See the MSED plan of study policies document for your department.</p>	Second Semester	
<p>If applicable, plan project/thesis with advisor/major professor.</p>		
<p><b>Graduation Deadlines</b></p> <p>Six months before you expect to graduate, review the <a href="#">deadlines calendar</a> from the Office of the Vice Provost for Graduate Students and Postdoctoral Scholars (OGSPS).</p>		
<p><b>Graduation Registration</b></p> <p>You must be registered as a CANDIDATE for graduation for degree and/or certificate at the start of the term in which you wish to graduate. Contact the <a href="#">COE Office of Graduate Studies</a> or see office emails sent via the COEGRAD mailing list for instructions.</p>	At the start of the final term	
<p><b>Non-Thesis Final Examination Requirements</b></p> <ol style="list-style-type: none"> <li>1. <b>Report of Final Examination</b> - Students will not submit a Graduate School Database Form 7 (This is generated by the Office of Graduate Studies).</li> <li>2. <b>Written Exam/Oral Exam/Project (if required by your program)</b> See faculty advisor.</li> </ol>		
<p><b>Thesis Final Examination and Deposit Requirements</b></p> <ol style="list-style-type: none"> <li>1. <b>Thesis Format Check</b> – see your faculty advisor</li> <li>2. <b>Review Deposit Requirements</b> - Review the <a href="#">Deposit Requirements</a> from the <a href="#">Thesis and Dissertation Office</a>. See required form needed and steps for deposit.</li> <li>3. <b>Form 8:</b> Submit the electronic Graduate School Database Form 8 Request for Appointment of Examining Committee from MyPurdue/Graduate Students area.</li> <li>4. <b>Oral Exam - Committee Submits Form 7 with decision after exam</b></li> <li>5. <b>Exit Questionnaire</b> – required for all thesis option candidates</li> <li>6. <b>Deposit Thesis</b> - Review the <a href="#">Deposit Requirements</a> from the <a href="#">Thesis and Dissertation Office</a>. See required form needed and steps for deposit.</li> </ol>	<p><b>Form 8 submitted at least 3 weeks prior to exam date</b></p> <p><u>Keep in mind the deadlines for scheduling final exam and thesis deposit</u></p>	
<p><b>Commencement</b></p> <p>All students are asked to indicate participation in commencement once the Commencement Task List appears in myPurdue. Visit the <a href="#">Commencement</a> webpage for information.</p>		

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