

Time-Line for Submitting Forms

| Event | Key Date | Reference/Further Details |
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| Apply for Graduate Assistantship | March 15 | Form available on HESRM Departmental website |
| Intent to take master's comprehensive exam | Semester prior to intended exam | HGH; copy to Dept; see Appendix B |
| Scheduling/Announcing thesis proposal defense | 1 week prior to defense | See HGH for posting instructions; See Appendix C |
| Scheduling of thesis defense | 14 days prior to defense; defense must be on/before last day of classes | GCH; Submit <i>Form GS7</i> to Grad School; copy to Dept; see Appendix E |
| Announcing thesis defense | 1 week prior to defense | See HGH for posting instructions; See Appendix E |
| Doctoral Program of Study | NLT end of second semester in program | HGH; See Appendix G |
| Intent to take doctoral comprehensive exams | Semester prior to intended exam | GCH; Submit <i>Form GS5</i> to Grad School; copy to Dept; see Appendix H |
| Scheduling dissertation proposal defense | 10 days prior to defense | GCH; Submit <i>Form GS6</i> to Grad School; copy to Dept; see Appendix J |
| Announcing dissertation proposal defense | 1 week prior to defense | See HGH for posting instructions; See Appendix J |
| Scheduling of dissertation defense | 10 days prior to defense; defense must be on/before last day of classes | GCH; Submit <i>Form GS7</i> to Grad School; copy to Dept; See Appendix L |
| Announcing dissertation defense | 1 week prior to defense | See HGH for posting instructions; See Appendix L |
| Dissertation to Committee | At least 5 working days prior to defense | HGH |
| Submission of completed thesis or dissertation to Graduate School | Deadline determined by Grad School at time of submission of application for degree | GCH |
| Application for degree/graduation | 1 month after start of intended graduation semester | UMGC; Submit <i>Form GS8</i> to Grad School; copy to Dept |
| Removal of "Incomplete" grade | Last day of following semester | GCH; use HESRM <i>Change of Grade</i> Form |