

Master's Program Check-List
(updated August 2016)

- _____ By the end of a student's second semester of graduate work, the student must select three (3) regular faculty members to serve on their supervisory committee (two must be faculty members in the political science department). The supervisory committee chair must be from the student's major field of study. Once the supervisory committee has been formed, student will need to meet with the Graduate Advisor and enter the committee members in the online Graduate Student Degree Tracking System (GTS). Committee members must go into the GTS and approve their service on the supervisory committee.

- _____ Once established, student should meet with their supervisory committee during the second semester in the program, to map out a tentative course schedule for their Program of Study.

- _____ At the beginning of the second year, student should meet with their supervisory committee to discuss the master's essay topic.

- _____ Two months prior to the semester of graduation, meet with the Graduate Advisor and input the Program of Study (courses used toward the master's degree) into the GTS. Courses used for a previous degree cannot be included on the Program of Study for the MA/MS degrees. Faculty need to approve the courses entered in the program of study in the GTS.

- _____ Submit the Application For Graduate Degree form to the University Graduation Office (<http://registrar.utah.edu/handbook/graduategraduation.php>) . Deadlines to apply:
for Spring graduation-- November 1; Summer graduation--April 1; Fall graduation--July 1.

- _____ Master of Arts graduate students must file the "Language Verification" paperwork with the Graduate School. Student should check with their supervisory committee to determine if this is required.

- _____ Student should work with their supervisory committee to write and revise their master's paper as required.

- _____ Complete the required political science coursework (approximately two years).

- _____ Schedule the final oral defense of the master's paper with the supervisory committee members. Copies of the completed paper must be given to the supervisory committee at least two weeks in advance of the final defense date. Upon successfully defending the master's essay/thesis, meet with the Graduate Advisor and input the Final Oral Examination of Thesis/Non-Thesis Project information into the GTS. Committee chair will approve this once the final paper has been approved.