

Checklist for Graduate Degree Programs in the College of Agriculture

The following checklist is listed in typical order of completion. However, a few items on the list might be delayed or postponed to follow a slightly different sequence, as deemed appropriate by student's advisor. All guidelines set by the Graduate School must be met.

____ Submit the application (and pay the fee) to the university for admission to the graduate program. The office for the Graduate School is located on the bottom floor of the library. The web address is: <http://graduateschool.astate.edu>. Some programs in the college require the Miller Analogies Test or the GRE. The test dates of the Miller and GRE can be found by calling the Testing Center at 870-972-2038.

____ Meet with a faculty member in the discipline or degree area related to the applicant's interest to discuss the degree or program requirements and options. Applicants must discuss their options, interests, long-term plans, career goals, thesis and non-thesis options, possible committee members, need for an advisor, etc.

____ Meet with the faculty member that applicants want to be their advisor and formally request that he/she be their advisor. The advisor must be a member of this college and a member of the graduate faculty as defined by the University Graduate Council. A faculty member may decline a request to serve as advisor. COA Graduate Council evaluates applicants, and determines which faculty member is willing to serve as the major advisor for the applicant. If a faculty member agrees to serve as the student's advisor she/he will notify the chair of the COA Graduate Council. If no faculty member agrees to serve as the advisor, the applicant will not be admitted to the COA graduate program.

____ Enroll in the courses recommended by the advisor. Enroll in 3 to 15 hours each semester. Graduate assistants cannot enroll in more than 12 hours. Enrolling in 9 hours ensures full-time student status. Applicants have a maximum of six years to complete the degree program. Students in the program must have a 3.0 GPA to graduate. Students must have at least 18 hours in their degree program that are 6000 level or above.

____ In cooperation with advisor, students must determine if the thesis or non-thesis option will be chosen. This decision should be made by the end of student's first semester.

____ Form student's graduate committee of three to five faculty members by the end of the first semester, with the approval of student's advisor and the dean (Student's advisor is the chair of his/her graduate committee. Committee members may be selected from outside the college, on the approval by the advisor and the dean).

____ File the appropriate paperwork with the Graduate School identifying student's graduate committee by the end of the first semester.

____ In cooperation with student's advisor and graduate committee select a thesis topic, if the thesis route is chosen. If a non-thesis option is chosen student must select a topic for his/her research experience. The topic needs to be determined no later than the end of his/her first semester.

____ Present (both written and orally) thesis proposal or non-thesis research experience topic to student's graduate committee for their approval (Include justification, problem statement, research questions, review of literature, methods and procedures, a detailed time-line, and other information as directed by

student's advisor.) A proposal acceptance form must be signed and filed in the Associate Dean's Office by the end of the second semester.

___ Initiate and complete thesis research or research experience

___ For non-thesis research experience option, students must orally present the report to their graduate committee

___ File admission to candidacy by the end of 15 hours. Courses and sequence must be approved by the advisor and committee. (A "Hold" is placed on registration until this is completed).

___ File intent to graduate card. The deadline is early in student's last semester.

___ Written and Comprehensive Oral Exams are usually taken during the last semester. Students must check with their advisors to determine the deadlines for completion. The written exam is completed first and if passed the oral exam will be scheduled prior to the graduate school deadline.

1. Students choosing the non-thesis option will take and pass a written comprehensive exam (questions will be provided by each committee member) the semester prior to the semester they plan to graduate. If student fails the written exam he/she will be allowed to retake after a 2 week waiting period. If he/she fails a second time the exam can be retaken during the next semester. If the written exam is failed the third time the student will not be allowed to continue the program. The written comprehensive exam must be passed prior to taking an oral exam administered by the student's graduate committee.
2. All students will take an oral comprehensive exam administered by their graduate committee. The oral exam will include a presentation of the student's research (thesis or research experience). If student fails the oral exam he/she will be allowed to retake after a 2 week waiting period. If they fail a second time the oral exam can be retaken during the next semester. If the oral exam is failed the third time the student will not be allowed to continue the program.
3. Student will make any corrections to the thesis or research experience report as directed by their graduate committee and submit a final copy.

___ Submit completed thesis to the Graduate School, OR submit research experience report to student's advisor.

Note: For details of the university, college, or departmental requirements and procedures refer to the Graduate Catalog at <http://graduateschool.astate.edu/> OR speak with your advisor.

4. Student will make any corrections to the thesis or research experience as directed by their graduate committee and submit a final copy.