

Important Non-negotiable Deadlines for Geology MS students

(also refer to details and web links in GSC 6960 MS Thesis Guidelines and Procedures):

<https://www.cpp.edu/sci/geological-sciences/docs/gsc6960mastersthesisguidelinesandpoliciesaug2022.pdf>

Deadline	Task
End of 2 nd semester of enrollment in MS program	File Graduate Contract with Graduate Coordinator (Excel workbook is available at): https://www.cpp.edu/~sci/geological-sciences/masters-program/path-to-graduation.shtml
Beginning of 3 rd semester of enrollment in MS program	Complete written and oral presentation requirements GSC 6930 (Thesis Proposal)
6 months prior to intended thesis defense date (this deadline may be earlier depending on advisor)	-Submit Introduction and Detailed Outline of MS thesis to your primary thesis supervisor. -See examples of previous Geology MS theses posted at: https://www.cpp.edu/~sci/geological-sciences/masters-program/thesis-archive.shtml
6 months prior to intended thesis defense date	Schedule tentative defense date (some week 6 months in the future); set other benchmarks with your thesis supervisor
6 months prior to intended thesis defense date	Attend "Thesis Formatting and Electronic Submission Workshop": https://docs.google.com/forms/d/1pSa7GpYyxqW8KZoKD25cEZGICRypZSa9IHOZkEed0/viewform?edit_requested=true#
Beginning of the semester you intend to graduate	Apply for graduation (see http://www.cpp.edu/~gradstudies/deadlines-masters-projects-and-theses.shtml for deadlines)
Minimum of 1 month prior to defense date (this deadline may be earlier, depending on advisor)	Submit first full draft of MS thesis document to thesis supervisor
Minimum of 3 weeks prior to defense date	Thesis supervisor schedules defense date upon approval of first draft . This will be a specific day and time at least 10 days before library submission deadline)
Minimum of 10 days prior to defense date	Meet with library personnel for format review of your thesis draft—schedule this meeting in well in advance. Send email to Library Format Review Team libraryformat@cpp.edu to request review.
Minimum of 10 days prior to defense date	Submit final draft of MS thesis in PDF format to Primary Thesis Supervisor. If acceptable , supervisor approves the final draft and submits document to the graduate committee for reading and evaluation.
Scheduled defense date	Oral Presentation of MS thesis , immediately followed by Oral Defense with Graduate Thesis Committee
Final Deadline for thesis submission (set by University; see link below): http://www.cpp.edu/~gradstudies/deadlines-masters-projects-and-theses.shtml	-Thesis supervisor submits Report of Culminating Experience (online form) -Student initiates online form to obtain signatures of Thesis Committee and Graduate Coordinator. Final, corrected thesis document must be uploaded. -Student obtains final library approval of final, corrected thesis document. -Student uploads final, approved electronic version of thesis in PDF format to Bronco Scholar: -Pay Electronic Submission Fee
Graduation Day	Please participate in commencement to receive your degree