MATHEMATICS AND STATISTICS
GRADUATE TIMELINE AND CHECKLIST

Graduate Studies Office

The Graduate Studies Office has its own set of requirements each graduate student must satisfy in order to earn a master’s degree.
- General Requirements
- Important Dates and Deadlines
- Guidelines for Master’s Thesis/Project
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- Final Checklist (for the thesis, especially format and submission details)

Advancing to Candidacy

The timelines and checklists below are for graduate students who have advanced to candidacy:
1. Overall GPA of at least 3.0;
2. Satisfied the Graduate Writing Test (GWT) requirement;
3. Satisfied all requirements stipulated by the graduate coordinator at the time of admission;
4. Contract approved by the graduate coordinator and the Associate Vice President for Graduate Studies;
5. Completed 6 courses on the student’s contract, at least 4 of which must be at the 500 level; and
6. 3.0 GPA on contract courses taken thus far.

Timeline and Checklist: Thesis Option
(Pure Mathematics, Applied Mathematics, Statistics, and Mathematics Education)

Summer
- Find a thesis advisor and a topic. Talk to your professors.
- Read and write down some math.
- Start typesetting your thesis. A thesis should be written using LaTeX. Free resources are available here (*link needed).

Fall
- Take classes as needed, perhaps a unit or two of MAT 691/696. Save at least one unit of MAT 696 for your last quarter.
- Read and write down some more math. Meet with your thesis advisor regularly.
- Start/continue typesetting your thesis. Use LaTeX (*link needed).
Winter

- Take classes as needed, perhaps a unit or two of MAT 691/696. Save at least one unit of MAT 696 for your last quarter.
- Choose a thesis defense committee comprising your thesis advisor and two other professors, perhaps one from another department or institution.
- Schedule your thesis defense, using input from your committee. Contact Cidni Griffith (*link needed) for assistance in securing an appropriate room.
- Have an initial yet full version of your thesis completed by the end of this quarter. Send this first full version to your committee members and request feedback within a few weeks or a month. At this point, *all of the main mathematical content of your thesis should be done*.

Spring

- Take classes as needed, including at least one unit of MAT 696 for your last quarter. Be sure to have completed 2 units of MAT 691 and 3 of MAT 696.
- Apply to graduate in the current quarter. *This should be done in the first week of the quarter*. See Important Dates and Deadlines.
- Follow the Graduate Studies Office’s Final Checklist.
- Revise your graduate contract as needed.
- Schedule a preliminary library formatting review 30 days before the thesis submission deadline and prior to having committee members sign the Signature Page.
- Edit your thesis as needed. Use the input from your committee members. Perhaps send the revised draft back to your committee for one last review.
- A few weeks before the end of the quarter, schedule the final library formatting review and schedule an appointment with the Graduate Studies office to submit the thesis.
- Finish writing the thesis before the last week of classes.
- Complete, sign, and submit the Report of Culminating Experience form to the Department of Mathematics and Statistics.
- Pay Cashiers.
- Submit approved thesis for binding. Typically, this must be done by the Wednesday of finals week at the latest. *Do it before then.*
**Checklist: Comprehensive Exam Option**
(Pure Mathematics only)

**Summer**
- Find professors to write the different portions of the Comprehensive Exam for you. Ask for reference materials and sample problems.
- Start studying.

**Fall**
- Take classes as needed. Note that 44 units (11 courses) plus 1 unit of MAT 697 (taken in your last quarter) must be completed to satisfy the requirements for the Comprehensive Exam option.
- Schedule times and locations to take the different portions of Comprehensive Exam. Contact Cidni Griffith (*link needed) for assistance in securing appropriate rooms. Set the dates at least a month apart.
- Study for your classes and for the Comprehensive Exam.

**Winter**
- Take classes as needed. Note that 44 units (11 courses) plus 1 unit of MAT 697 (taken in your last quarter) must be completed to satisfy the requirements for the Comprehensive Exam option.
- Study for your classes and for the Comprehensive Exam.
- Take the first portion of the Comprehensive Exam, as scheduled.

**Spring**
- Take classes as needed, *including 1 unit of MAT 697*. The Graduate Coordinator can help you fill out the form to set up MAT 697. Again, 44 units (11 courses) plus 1 unit of MAT 697 must be completed to satisfy the requirements for the Comprehensive Exam option.
- Apply to graduate in the current quarter. *This should be done in the first week of the quarter.* See Important Dates and Deadlines.
- Follow the Graduate Studies Office’s Final Checklist.
- Revise your graduate contract as needed.
- Take any remaining portions of the Comprehensive Exam, as scheduled.
- Complete, sign, and submit the Report of Culminating Experience form to the Department of Mathematics and Statistics.