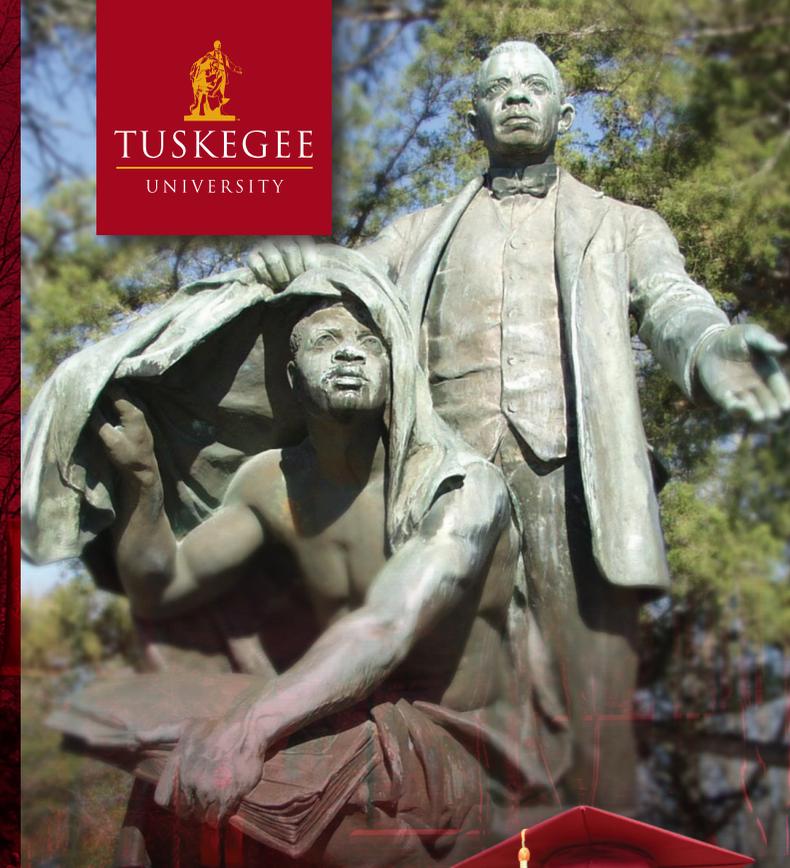


determine a most reasonable date of completion of all requirements for his/her degree and submit the **Application for Graduation** to the Office of the Registrar.

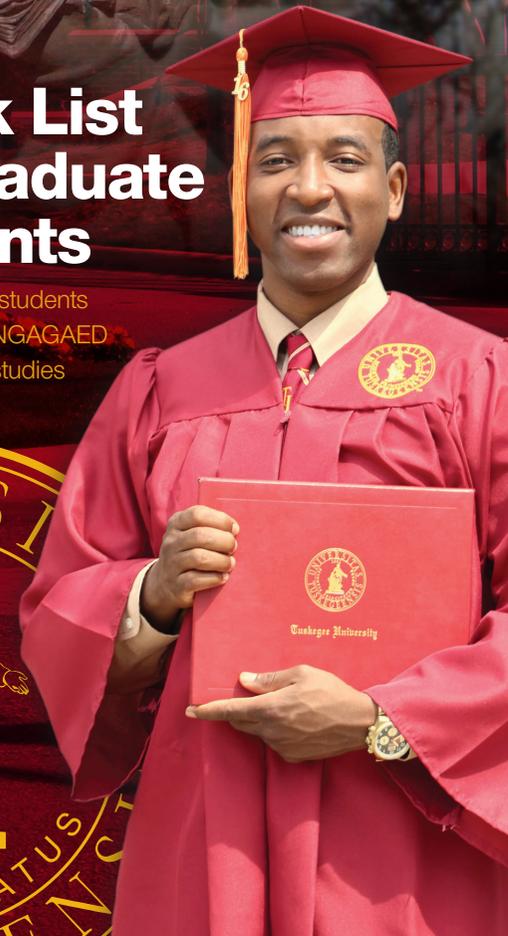
- After the student has completed his/her research for thesis/dissertation and collected all data, he/she must meet with the major professor to discuss the organization of the thesis/dissertation, what data and references to be included, how the data should be presented and conclusions draw. There may be several iterations in the preparation of the draft of the thesis/dissertation.
- When the final draft is prepared, the student should submit to the Office of Graduate Studies, the draft along with the **Preliminary Approval of the Draft of Thesis/ Dissertation** form, signed by all parties shown in the form .
- The student must assist his/her Major Professor in completing the **Request for Final Oral Examination** form and submitting it to the Office of Graduate Studies.

- After the final oral examination is done, the student must remind his/her Major Professor to submit the **Final Oral Examination** Report to the Office of Graduate Studies .
- It's the student's responsibility to make sure that all changes suggested by his/her Examination Committee are made to their satisfaction and six copies of his/her thesis/dissertation are submitted to the Office of Graduate Studies, before the deadline published in the University's Academic calendar.
- The student must urge his/her Department Head to fill out and submit to the Office of Graduate Studies, the **Certificate of Completion of Academic Requirements**.



Check List for Graduate Students

Making graduate students AWARE of anti ENGAGAED in their graduate studies



- Immediately after arriving on the campus of Tuskegee University, a new graduate student must report to the Office of Graduate Studies located in Kenney Hall 44-318, so that this office can collect student's information such as local address, e-mail address and telephone number, and enter his/her name in the roster of graduate students. For Homeland Security SEVIS Registration, an international graduate student should bring his or her student id number, passport, form I-94, and form I-20 to the TU Global Office at 70-119 (334-727-8929). This should be completed within ten days of his or her arrival in the country. If an international graduate student has dependents, he or she should also bring the dependents' documents to the TUGO office.
- The next step for the student is to meet with his/her Department Head to introduce himself/herself and seek advice regarding selection of courses and details of teaching or research assistantship, if one is awarded
- If the student was granted a conditional admission, it's his/her responsibility to work closely with the Department Head to make sure that the conditions are met and the **Change from**

Conditional to Regular Status

Form is completed and sent electronically to the Office of Graduate Studies.

- If the student was granted transfer credits, it's his/her responsibility to work closely with the Department Head to make sure that the **Transfer Credits Form** is completed and sent electronically to the Office of Graduate Studies.
- As a graduate student, one must maintain a permanent record, electronic as well as hard copy, of all documents related to his/her graduate study.
- At the beginning the second semester in graduate school, a student pursuing a master's degree with thesis option, must identify a **Major Professor**, under whose guidance he/she will conduct research for his/her thesis/dissertation. From this point on, the student will be guided by the major professor on all matters concerning his/her graduate studies.
- As soon as a student, pursuing a Master's degree, other than the one in Occupational Therapy (OT), completes fifteen (15)

credits of graduate level courses with a minimum cumulative grade point average (GPA) of 3.0, he/she should fill out the Application for the Candidacy of the degree, have it signed by all parties shown in the application form and hand deliver the application package to the Office of Graduate Studies. OT graduate students must do the same after completing thirty (30) credits of graduate level course work with a minimum GPA of 3.0. The student may delay this process, due to some unavoidable circumstances, till the deadline published in the University's Academic Calendar.

- A Student pursuing his/her Master's degree with non-thesis option, must meet his/her Department Head at the beginning of his/her last semester in the Graduate School to see that the **Certificate of Completion of Academic Requirements** is filled out and sent to the Office of Graduate Studies.
- The student must meet with his/her Major Professor to