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STEP	PROCEDURE	TIME ELEMENT
1. Admission to the College of Graduate Studies	Write or consult appropriate administrative unit and the Graduate Admissions Office. Gather admissions materials	Deadlines at www.uidaho.edu/admissions/graduate/deadlines
2. Appointment of Major Professor and Committee	Approval by departmental chair and dean of graduate studies is required. File form: "Major Professor and/or Committee Appointment or Changes." The committee may be appointed later. If a change is made, the same form is used.	Form must be filed within the first year following enrollment in the program. Some programs may have additional policies-- check with your program. Major Professor form must be filed before the Study Plan can be submitted.
3. Qualifying Examination	Governed by program procedures.	If required by department, before preparation of study plan/degree audit.
4. Study Plan	Prepared by student, major professor, and committee, depending on administrative unit procedures. To complete the electronic submission process, view the instructional tutorial available at www.uidaho.edu/registrar/graduation/audit	Should be completed by end of first year for master's and specialist degrees and by end of 3rd semester for doctoral students.
5. Preliminary Examination (Ph.D.) or General Examination (Ed. D.)	Time and place set by major professor. File form, "Report of Preliminary Examination" (Advancement to Candidacy) to the College of Graduate Studies.	At the discretion of the program. Should not be held until full committee has been appointed and the majority of courses on Study Plan have been completed.
6. Advancement to Candidacy (Ph.D. or Ed.D. candidates only)	Major Professor and committee certify all requirements for advancement to candidacy have been met; Submit form: "Report of Preliminary Examination" (Advancement to Candidacy) to the College of Graduate Studies.	Immediately after successful completion of preliminary or general examination.
7. Application to Graduate	Student and major professor certify requirements completed or will be completed within time allotted. Complete application for degree electronically, under "Apply to Graduate" link on the Student Information menu in Vandal Web.	Date appears in the academic calendar. One semester prior to graduation, not including summer.
8. Request to Proceed with Final Defense of Thesis or Dissertation	Student will submit this form to the College of Graduate Studies, signed by the committee.	Must be filed with the graduate college at least two weeks before the scheduled defense.
9. Final Defense Report (thesis and dissertation students only) and Repository Agreement	Upon receipt of Request to Proceed form, issued by the College of Graduate Studies and required prior to the defense.	To be taken to final defense for completion and returned to College of Graduate Studies within seven days following the defense. Thesis/Dissertation due no later than six months following a successful defense
10. Non-thesis Report Form (non-thesis master and specialist students only)	Submitted by major professor to verify requirement completion for a non-thesis student. Form found at www.uidaho.edu/cogs/forms	Submitted by Major Professor as soon as the exit activity is completed.