



Computer Science

TENNESSEE TECH

Masters in Computer Science Checklist (*starting Spring 2020*)

DATE	MILESTONE
_____	Student receives advising from Graduate Coordinator/starts program
_____	Student chooses study option (thesis, project, or course):
_____	Student chooses a Supervising Professor (no later than 2nd semester)
_____	Student selects Committee (Chair; minimum 2 committee members)
	Name of Chair: _____
	Name of Committee Members: _____ _____
_____	Student submits Program of Study
_____	Student presents "Thesis/Project Proposal" to Committee (no later than beginning of semester before expected semester of graduation)
_____	At the end of each semester, student sends each committee member a 1-page report of accomplishments and future tasks
_____	Student finishes required coursework
_____	Student applies for Graduation
_____	Student requests date for Defense (thesis: at least THREE weeks before Defense; project: at least TWO weeks before Defense)
_____	Student submits thesis/project report to Supervisory Committee (thesis: at least TWO weeks before Defense; project: at least ONE week before Defense)
_____	Student submits defense announcement booklet to College (thesis only)
_____	Student defends thesis/project; Chair submits results of defense to Graduate School; Chair notifies CS Graduate Coordinator

- _____ Student submits thesis to the Graduate School for first mechanical check (thesis only)
(allow TWO weeks for this process)
- _____ Student submits final approved and signed thesis to Graduate School (thesis only), or
to Supervising Professor (project only)
(at least ONE week before graduation)
- _____ Student participates in exit interview with Department Chair.
- _____ Student purchases ONE bound copy of the thesis for their Supervising Professor (if
instructed to do so), and submits ONE electronic copy to the department (thesis only)
- _____ Student returns loaned books to Faculty, Department and Library

