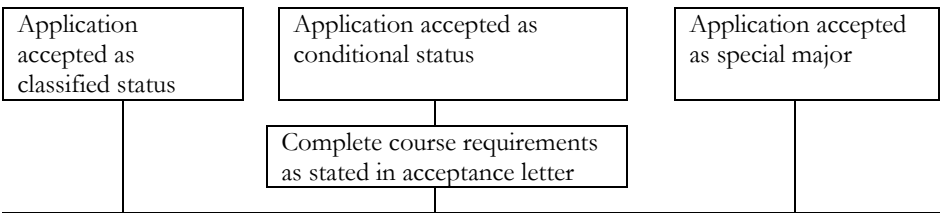


**STEPS TO COMPLETING A COMMUNICATION STUDIES MASTER'S DEGREE:  
FLOWCHART REFERENCE SHEET FOR THESIS OR PROJECT TRACK**



- Find the Graduate Document online, and refer to this document often.
- Make relationships with faculty and consult with your temporary faculty advisor.

If not enrolled for single semester at any time during program, use one semester as "free" time away from program without penalty.

**Enroll in minimum of 3 units graduate level course work EACH SEMESTER UNTIL YOU REACH ADVANCEMENT TO CANDIDACY LEVEL.**  
(4 units or continuous enrollment if working as a Teaching Associate)

If not enrolled for a second semester (consecutive or other at any time during program) file for an official leave of absence.  
  
If request is not filed termination of grad file will be recommended.  
  
If grad file is terminated return to top of chart.  
  
Communication Studies Office staff will help you schedule meeting dates and locations. Start coordinating with your committee early and avoid meeting at peak times of the semester (e.g., during finals week).  
  
If you switch from comps, make sure to file a Petition for Exception with OGS.

Complete COMS 200A&B, 201, and a Methods course (202, 203 or 204)

- Choose your advisor and committee members
- Submit typed Plan of Study form during your second semester of the program.
- Each semester, continue to enroll in courses according to your Plan of Study. (Submit a Revised Plan of Study if needed.)

- Submit the Application for Thesis/Project with your committee's signatures for Graduate Committee approval
- If approved, begin work on Thesis/Project Pre-Proposal with your advisor's help
- Schedule a meeting with your committee to review the Pre-Proposal, distributing the document at least one week prior to the meeting.
- If approved, complete typed Pre-Proposal Approval form and submit it to the Graduate Coordinator for signature. The Pre-Proposal must be approved the semester before enrolling in COMS 500 Culminating Experience units.
- File for Advancement to Candidacy after completion of 50% of all coursework. You may NOT enroll in COMS 500 until you have advanced.**

Allow committee members as much time as possible to read documents.

- Work closely with your advisor to further develop Thesis/Project prospectus.
- Schedule a meeting with your committee to review your prospectus.
- Provide prospectus to committee members at least 7-10 days prior to meeting.

If prospectus is denied, reasons and recommendations will be provided. Make revisions as needed and return to committee members for further review.

- Prepare abstract form/prospectus of thesis/project (available online).
- Present prospectus to committee members in scheduled meeting.
- If approved, committee members will sign typed prospectus approval form.
- Forward form to Graduate Coordinator for final signature.

- Go forth and work on your thesis/project.
- Apply for Continuous Enrollment up to 3 semesters after enrolling in COMS 500.
- Attend Thesis/Project formatting workshop, required by Office of Grad Studies.

Numerous revisions are typical. Continue to make adjustments as required by Committee then schedule another meeting, provide copies of revised work, post announcements.

- Continue revisions to thesis/project. (Numerous drafts are typical.)
- With advisor approval, schedule thesis/project defense meeting
- Provide copies of completed work to committee at least two weeks in advance.
- Notify Graduate Committee of date and time of meeting.
- Post announcements – the meeting is open to the public.

If thesis/project is not successfully defended, student program terminates.

- If approved, obtain signatures as instructed by OGS.
- Submit thesis/project to Graduate Coordinator for format approval at least TWO weeks before you need to submit to OGS.
- Schedule an appointment with OGS to submit the thesis/project.
- Provide bound copies of thesis to advisor and graduate coordinator

**CONGRATULATIONS! YOU DID IT!**