**STEPS TO FULFILL MASTER'S DEGREE REQUIREMENTS**

You must maintain continuous registration until all degree requirements have been met.

| **Step** | **What to Do** | **When** | **Approved by** |
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| 1 | Meet with departmental graduate advisor to plan course of study for first semester. | Before first semester registration. | Graduate advisor |
| 2 | Establish advisory committee; submit your [degree plan online](https://ogsdpss.tamu.edu/). | Following the deadline imposed by the student's college and approved no later than 90 days prior to the request of final oral or thesis defense; see OGAPS calendar. | Advisory committee, department head, and OGAPS |
| 3 | If thesis is required, submit thesis research proposal and [Research Proposal Approval Form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=4bb0489e-9c28-44b1-b2da-c2fa9d9d0b90&env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60&v=2) to the Office of Graduate and Professional Studies. | Must be submitted no later than 20 working days prior to submitting the request and announcement of final examination. | Advisory committee, department head or chair of the intercollegiate faculty, Research Compliance and Biosafety, and OGAPS |
| 4 | Apply for a degree online at the [Howdy portal](https://howdy.tamu.edu/); pay graduation fee. | During the first week of final semester; pay graduation fee after graduate application is submitted; see OGAPS calendar. | OGAPS |
| 5 | Check to make sure degree program and advisory committee are up-to-date, and course work is complete. | Well before submitting request to schedule final examination. | Advisory committee, graduate advisor and department head or chair of the intercollegiate faculty |
| 6 | Complete residence requirement. (Check with your department to determine if there is a residency requirement.) | If applicable, before or during final semester. | OGAPS |
| 7 | Submit [Request and Announcement of Final Examination](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=6bc30a44-705e-428b-a517-90550cf350cc&env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60&v=2) to schedule final examination to OGAPS. | Must be received by OGAPS at least 10 working days before exam date.(See [OGAPS calendar](http://ogaps.tamu.edu/Buttons/Calendars) for deadlines.) | Advisory committee, department head or chair of the intercollegiate faculty, and OGAPS |
| 8 | Successfully complete final examination. | The Report of the Final Exam form should be submitted to OGAPS within 10 days following the exam date by the department. | Advisory committee and OGAPS |
| 9 | If required, upload one approved final copy of thesis as a single PDF file to [etd.tamu.edu](http://etd.tamu.edu/) and submit signed [thesis approval form](https://na2.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=453802ff-1a05-4d58-ab23-9f03a8ffc90a&env=na2&acct=16517be3-5a0c-489f-a422-a57859ee0f60&v=2) to OGAPS. | See [OGAPS calendar](http://ogaps.tamu.edu/Buttons/Calendars) for deadlines. | Advisory committee, department head or chair of the intercollegiate faculty and OGAPS |
| 10 | Graduation; arrange for cap and gown. | [More information](http://graduation.tamu.edu/) |  |  |