

Department of Geography and Geology  
Timeline for a Two-Year Plan/ Checklist  
Master of Science in Geology Thesis Candidate

Name : \_\_\_\_\_

**First Semester**

*Date or check mark*

- \_\_\_\_\_ Find a faculty advisor if you don't already have one.
- \_\_\_\_\_ Enroll in a minimum of 8 credit hours (include GLY 501).
- \_\_\_\_\_ Take steps to achieve in-state residency if you plan to take courses in your second year.
- \_\_\_\_\_ Attend departmental seminars.
- \_\_\_\_\_ Define research direction with the help of your advisor.
- \_\_\_\_\_ Begin reading journal articles.
- \_\_\_\_\_ Begin learning laboratory methods and techniques.
- \_\_\_\_\_ With advisor's input select two additional members for your faculty committee.
- \_\_\_\_\_ If applicable, work with graduate coordinator to request transfer of graduate credits for other institutions.

**Second Semester**

- \_\_\_\_\_ Enroll in a minimum of 8 credit hours (include GLY502).
- \_\_\_\_\_ Attend departmental seminars.
- \_\_\_\_\_ Become active in laboratory.
- \_\_\_\_\_ Submit course plan for your entire time at UNCW to your committee. This plan must be approved by your two committee members, but can be modified as needed.
- \_\_\_\_\_ Write prospectus, have it reviewed by your advisor as you write.
- \_\_\_\_\_ Present prospectus at the prospectus symposium (usually in April).
- \_\_\_\_\_ Revise prospectus, get approval from all committee members. The prospectus is a research plan; this plan can be modified as you obtain results.
- \_\_\_\_\_ Submit signed prospectus to program director (must be submitted by beginning of third semester to be in good standing and eligible for TA support and to register for thesis credits).

**Summer**

- \_\_\_\_\_ Become active in research.
- \_\_\_\_\_ Take oral comprehensive examination,
- \_\_\_\_\_ Have advisor notify graduate coordinator of results.
- \_\_\_\_\_ Consider taking course work during summer, it's cheaper!
- \_\_\_\_\_ If applicable, submit a request to the Graduate School to change your residency status to in-state.

### Third Semester

- \_\_\_\_\_ Take oral comprehensive examination if you haven't already done so (must be scheduled at beginning of semester to register for thesis credits).
- \_\_\_\_\_ Focus on research.
- \_\_\_\_\_ Enroll in any necessary additional course work including thesis credits (need 30 credits to graduate).
- \_\_\_\_\_ Attend departmental seminars.
- \_\_\_\_\_ Submit graduation application to Graduate School before deadline (typically mid-Nov. for Spring Graduation).

### Fourth Semester

- \_\_\_\_\_ Focus on research
- \_\_\_\_\_ Enroll in any remaining coursework or GRC600 if 30 credits completed.
- \_\_\_\_\_ Attend departmental seminars.
- \_\_\_\_\_ Write thesis, several revisions will be necessary.
- \_\_\_\_\_ Carefully read the Thesis Format Manual, **DO NOT** refer to theses in the library, your department or your advisor's bookshelf
- \_\_\_\_\_ Once final draft of thesis (incorporating comments from your advisor and committee members) is complete, complete the Format Approval Sheet and submit it to the Graduate School.
- \_\_\_\_\_ Once thesis is approved by Graduate School, schedule oral defense in consultation with your advisor and committee members.
- \_\_\_\_\_ Submit Notification of Oral Defense form and a copy of thesis abstract to the Graduate School **10 working days** before oral defense is scheduled.
- \_\_\_\_\_ Provide copies of the final draft to advisor and committee members at **least 10 (preferably 15) working days** before the oral defense is scheduled.
- \_\_\_\_\_ Defend Thesis.
- \_\_\_\_\_ Revise/edit thesis incorporating your advisor and committee comments.
- \_\_\_\_\_ Once your advisor and committee members approve the final edited thesis have title page(s) signed (**Use black ink only**).
- \_\_\_\_\_ After defense, submit three (3) final paper copies and one electronic copy of thesis to Graduate School.
- \_\_\_\_\_ Provide your advisor and committee members each with a final copy (bound or electronic on CD) of the official thesis.
- \_\_\_\_\_ Complete Exit Survey and turn in keys.
- \_\_\_\_\_ Graduate!

The average time for completion of this degree for a full time student at UNCW is 30 months (five semesters including two summers). This is consistent with the national average for a field and laboratory research based Master of Science degree.