

## SUMMARY OF PROCEDURES FOR GRADUATE STUDENTS

Procedure...	To Be Completed...	Initiate Through...	Approved By...
1. Admission or readmission to the university*	Prior to enrollment	Registry office	Registry office
2. Admission to graduate study*	Prior to enrollment	Graduate office	Graduate office
3. MCP & MGP students: degree area application:	Prior to enrollment (application process includes letter of recommendation, career goals, self-evaluation, sample of scholarly work, <i>GRE</i> or <i>MAT</i> test, and interview with psychology faculty)	Coordinator of Counseling	MCP screening
4. <i>GRE</i> or <i>MAT</i> test	Before enrolling in 10 <sup>th</sup> hour	Academic Success Center/ Enid campus/OPSU campus	Graduate office
5. Select graduate advisory committee	During EDUC 5010	Graduate office; Advisory committee	Graduate office
6. Submit plan of study committee;	After taking EDUC 5010	Graduate office; Advisory committee	Advisory Graduate office
7. M.Ed. Milestone 1 committee	At end of first semester	Advisory committee	Advisory
8. Apply for candidacy AMST, MCP, MGP, Adult Ed.	After completing 16 hours and prior to completing 20 hours	Graduate office	Graduate office
9. Apply for candidacy committee M.Ed. students	Three semesters before graduation	Advisory committee	Advisory
10. M.Ed. Milestone 2 committee	Three semesters before graduation	Advisory committee	Advisory
11. MGP Capstone. committee; Project	Concurrent w/enrollment in EDUC 5013/Intro. to Research	Advisory committee	Advisory
12. Thesis option: committee; Graduate office	Before enrolling in 20 <sup>th</sup> hour; MGP concurrent with EDUC 5013/Intro. to Research	Advisory Committee	Advisory
13. Degree application: \$25	At least 9 weeks prior to graduation	Graduate office	Graduate office
14. MCP & AS candidates: committee; schedule written comprehensive exam*	At least 4 weeks beforehand,	Graduate office Graduate office	Advisory
15. MCP & AS candidates committee <b>Oral follow-up*</b>	No earlier than 2 weeks after written exam, but before final exam week	Graduate office	Advisory

16. MED completed Action Research Project committee due w/presentation*	Final semester	Advisory committee	Graduate office; Advisory
17. MGP candidates: committee Capstone/thesis due w/presentation*	Final semester	Advisory committee	Advisory Graduate Office
18. Exit interview office/ALCA	Immediately after oral defense/ presentation	Graduate office/ALCA	Graduate