

CAFES MASTER'S DEGREE IMPORTANT STEPS FOR SUCCESS

1. Visit the CAFES Graduate Program Coordinator (Dr. Jim Prince) & Graduate Program Assistant (Marnie Perry) in the Deans' Office, room 11-211 (if needed).
2. Assemble your graduate committee (**3** persons from at least **2 departments**) during the first quarter, in consultation with your graduate committee chair.
 - Interview with several eligible faculty (full-time, tenure track).
 - Invite faculty who can best advise you with your studies and your thesis topic to serve as graduate committee members.
 - Complete the [Graduate Committee Membership Form](#) and bring to room 11-211.
3. Prepare a [Working Formal Study Plan Form](#) by the end of the first quarter in the Program.
 - Have a committee meeting and agree to the Working Formal Study Plan (WFSP).
 - Complete a Working Formal Study Plan based upon your committee approved courses, obtain committee member initials and bring the signed WFSP to room 11-211.
 - Maintain GPA above 3.0 in all courses listed in your WFSP.
4. Complete the [Graduation Writing Requirement \(GWR\)](#) during your first quarter, if not already fulfilled as a CSU-undergraduate student.
5. Complete an [Advancement to Candidacy Form](#) **1 quarter** prior to your final quarter, obtain committee member signatures and bring the signed form to room 11-211.
6. Submit a [Final Formal Study Plan Form](#) (FFSP) together with a [Request for Graduate Evaluation Form](#) together to room 11-211 within the first **3 weeks during your final quarter** prior to Commencement.
7. Complete any remaining FFSP courses, and refer to the **STEPS TO GRADUATION: Checklist & Forms** page as a guide. Prior to your thesis defense, make sure your committee reads and edits your thesis for content. Except for format and/or editorial changes, your committee should approve your thesis ***before*** the defense.
8. Schedule your thesis defense with the Graduate Program Assistant OR your Committee Chair, who can arrange the location for you.
9. Complete your oral comprehensive exam or thesis defense, as appropriate. Obtain your Committee signatures on the [Master's Thesis/Project/Exam Form](#) and submit it to 11-211.
10. Submit a hard copy of your thesis to the Graduate Education, and upload your Report/Thesis to the Digital Commons at the Kennedy Library website.
11. **Agricultural Education (MAGD) Students** Digital Commons: Print and follow the Upload Instructions for [Agricultural Education Graduate Internship Reports](#).
12. GRADUATE! Visit the [Student Life & Leadership website](#) for Commencement details.