

Steps to Fulfill the requirements for the MEngr. or MS (non-thesis) degrees.

1	Meet with departmental graduate advisor to plan course of study for first semester.	When: Before first semester registration. Approved by: Graduate Advisor
2	Establish advisory committee. Submit a degree plan to OGAPS. Note: MEngr requires an internship and final report and MS AGSM requires 36 hours and BAEN 601 course	When: BEFORE THE END OF THE SECOND SEMESTER Approved by: Advisory committee, department head and OGAPS.
3	For MEngr only: Submit an internship proposal	When: Prior to internship and at least 14 weeks before graduation.
4	Apply for a degree; pay graduation fee.	Approved by: Advisory committee department head and OGAPS
5	Check to be sure degree program and advisory committee are up to date, all ELP requirements (if applicable), course work is complete, internship report finalized.	When: During the first week of final semester; see OGAPS calendar.
6	For MEngr only (1) Complete internship requirements (2) Submit the final copy of the report to the graduate advisor, and to the members of the committee	When: Well before submitting request to schedule final examination. Approved by: Advisory committee, graduate adviser, and department head.
7	Submit request for permission to schedule final examination to OGAPS.	When: If applicable, before or during final semester. Approved by: OGAPS
8	For MEngr only: Submit approved final copies of report to committee members	When: Must be received by each committee member at least 10 working days before exam date. Approved by: Advisory committee, graduate advisor, department head
9	Graduation; arrange for cap and gown.	When: See OGAPS calendar for deadlines. Approved by: Advisory committee, department head, and OGAPS.