

Graduate Student Checklist

First Semester

- Develop tentative graduate course list with major professor. **Note:** 50% of classes at graduate level.

Second Semester

- Form graduate committee
- Hold committee meeting to review course work and research proposal (if applicable)
- Submit proposal to Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (if research involves humans or non-human vertebrates)

Here is the link – to the **Human Subjects** website and new IRB Registration process.

<http://www.humboldt.edu/hsuf/irb.php>

Here is the link to the **Institutional Animal Care and Use Committee** website

<http://www.humboldt.edu/iacuc/>

- Apply for Advancement to Candidacy (after completion of 12 units)
Admission to candidacy is an acknowledgement of a student's potential to complete the requirements for the master's degree. Students must advance to candidacy prior to beginning research.

Third Semester (or second to last semester for programs requiring longer than 2 years)

- Apply for Graduation (before completion of coursework) The end of summer/fall priority registration (April) is the deadline to file for Fall & Summer graduation. The end of spring priority registration (November) is the deadline to file for spring graduation.

Fourth Semester (or last semester for programs requiring longer than 2 years)

- Complete coursework
- Complete thesis, project or comprehensive exam Deadlines:

Spring graduation – May 10th

Summer graduation – August 10th

Fall graduation – December 10th