

Final Steps Toward Graduation – Aquaculture Master’s

1. Your file must be up-to-date with all forms and program requirements when you graduate
 - a. All of your forms must be signed off on
 - i. Committee Form
 - ii. Courses Form with unofficial transcript attached
 - iii. Proposal Form with *approved* proposal attached
 - iv. Comprehensive Exam Form
 - v. Thesis Defense Form
 - b. If you were granted provisional admission based on taking the GRE, you must have a copy of this score sent to us or printed out and given to us
 - i. You will not graduate without this score in your file as it is a programmatic requirement
2. Take written **Comprehensive Exam**
 - a. Can be scheduled when you turn in a complete thesis manuscript to your major professor (see step 3 below)
 - b. All committee members will contribute to the test - allow time for them to get questions to your major professor
 - c. Any committee member may ask you to clarify or expand your answer(s) before they submit a final grade
 - d. The original set of questions and answers will be kept in your permanent file
3. Submit **Thesis Manuscript Draft** to major professor
 - a. Allow plenty of time for him to thoroughly go over your draft
 - b. You will pass back and forth with him until he is satisfied
 - c. At that point, pass it on to your committee members for feedback
 - d. Allow plenty of time for them to thoroughly go over your draft

- e. Once your manuscript has been finalized for content, it will be reviewed for format
 - f. You will be required to make any changes regarding format issues, as many times as necessary, until the manuscript is fully compliant with all guidelines
4. Once your major professor has approved your manuscript and passed it on to your committee, you may schedule your **Thesis Defense**
 - a. Allow plenty of time for everyone to get the date on their schedule
5. Your **Thesis Defense** will encompass two phases, your presentation and a defense session immediately following
 - a. The presentation should be a formally-presented, well-prepared Power Point
 - b. This session is open to the public and anyone may attend and ask questions at the end
 - c. Following this, committee members will convene with you to a private room where they will ask you questions concerning any and all processes relating to your thesis, research, experience, and/or course work
 - d. Questions are usually given in roundtable fashion until each member is satisfied that you have answered to their satisfaction
 - e. They will then dismiss you, discuss your performance and comprehensive understanding of material, and vote on whether you pass
 - f. A decision of pass or fail will be given, but they may ask you to clarify something, especially in relation to your manuscript
6. On the day of your defense, you will need to have the **Thesis Defense Form** ready for signatures
 - a. This is your last and final form
7. You may want to have four (4) copies of your first manuscript page (understood to be page i) ready for signatures
 - a. This page must be completely error free and printed on appropriate paper (25% cotton bond) for binding

- b. Once your committee members have signed, you will need to get the signature of the Provost on each copy
- c. You will also need to turn in four copies of page iii, with your signature and date, printed on appropriate paper for binding
- d. These pages should be turned in to Leigh Anne, who will send them out for binding
- e. You will receive one copy, your major professor will receive one copy, and the other two will be kept by KSU for public access
- f. You can get additional personal copies made from the same binding company at your own expense; Leigh Anne will provide information as requested