

***Use this checklist with the Graduate Studies Checklist***

<http://www.unl.edu/gradstudies/current/degrees/masters>

- Read general regulations and M.S. degree sections of the Graduate Studies Bulletin. Become familiar with the Agronomy & Horticulture Student Handbook. Follow the master degree deadline dates through completion of your degree.  
<http://www.unl.edu/gradstudies/bulletin>  
<http://agronomy.unl.edu/gradhandbook>
- Remove any admission deficiencies listed on your “Certificate of Admissions” within your first two semesters. Course deficiencies must be removed before submitting a Memorandum of Courses (MOC).
- Complete Memorandum of Courses (MOC).  
<http://www.unl.edu/gradstudies/current/degrees/masters>  
Send the form to your advisor for his/her signature. Then send it to Kathy Schindler, [kschindler1@unl.edu](mailto:kschindler1@unl.edu), or Marlene Busse, [mbusse1@unl.edu](mailto:mbusse1@unl.edu), who will get the graduate chair’s signature. Submit your MOC to Graduate Studies at the halfway point of your program. A student may not file a MOC and graduate in the same semester or summer session. Be sure to include AGRO/HORT 991 Seminar to your MOC.
- Complete Annual Progress Report – information will be sent out early each spring semester.  
[agronomy.unl.edu/graduate#tab5](http://agronomy.unl.edu/graduate#tab5)
- Complete Seminar Requirement by registering for AGRO/HORT 991 Seminar Presentation & Evaluation.
- Application for Degree – If this form is not filed, a diploma will not be ordered and graduation will be delayed. Upon receipt of this form, you will be given final procedures to complete your graduation requirements.  
<http://registrar.unl.edu/resources/forms/DEGRAPPNEW.pdf>
- Schedule time and location for Final Oral Exam. The oral exam may be done in person or via Adobe Connect, Skype, or another online presentation system.
- Final Examination Report for the Master’s Degree – must be submitted at least 4 weeks (3 in summer) prior to the date of the oral exam. Ask your advisor to sign the form and forward it to Kathy Schindler, [kschindler1@unl.edu](mailto:kschindler1@unl.edu), or to Marlene Busse, [mbusse1@unl.edu](mailto:mbusse1@unl.edu), for the graduate chair’s signature.  
<http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>
- Present seminar on your project before your final oral exam.
- Final Oral Exam.
- Complete Departmental Survey of Graduates (submit to graduate secretary).
- Attend Commencement exercises and celebration your accomplishments!**