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## CHECKLIST FOR M.S. (NON-THESIS OPTION)

Department of Agronomy & Horticulture  
University of Nebraska Lincoln

*Use this checklist along with the Graduate Studies Checklist*

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

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- Become familiar with the Grad. Studies Bulletin and the Agronomy & Horticulture Student Handbook.

<http://www.unl.edu/gradstudies/bulletin>

<http://agronomy.unl.edu/gradhandbook>

Publication Styles for Written Documents

[Science Societies of America Publication Style](#)

[American Society for Horticultural Science \(search website for Style Guide\)](#)

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- Remove any admission deficiencies listed on your "Certificate of Admission" within your first two semesters.

- Complete Memorandum of Courses (MOC). <http://www.unl.edu/gradstudies/current/degrees/masters>

Send MOC to the grad. secretary who will get signatures from the advisor, grad. chair, and minor dept.

before sending it to Grad. Studies. Course deficiencies must be removed before submitting & AGRO/HORT 991 Gen. Seminar & Presentation should be included. **A student may not file a MOC and graduate the same semester or summer session.**

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- Complete Annual Progress Report each spring.

- Application for Degree – Must be submitted via MyRed for a diploma to be ordered. After approval, you will be given final procedures to complete your graduation requirements. Directions for diploma are at <http://registrar.unl.edu/resources/forms/DEGRAPPNEW.pdf>.
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- 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. Email the completed Final Exam form to the graduate secretary so she can get appropriate signatures from your advisor, the graduate chair, the minor department, and then send the form to Graduate Studies.

Check with your advisor to determine whether he or she wants an Oral or Written Exam or Both. The advisor determines the style of the exam depending on his or her preference. The Oral exam may be in front of the committee only or in the form of a seminar. The Written exam may be in the form of written questions, a written paper, or Powerpoint, etc.

<http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>

<https://unlvideo.techsmithrelay.com/3Fkl> (voice-over description of form)

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- Make arrangements for your project Oral & Written Defense/Exam by completing the Department's Defense form at <http://agronomy.unl.edu/graduate#forms>. The oral exam may be done in person or via Adobe Connect, Skype, etc.
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- Present your final defense (oral or written exam or both).
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- Complete your exit interview: <https://www.surveymonkey.com/r/GradStudentExitSurvey>
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- Attend commencement and celebrate your degree!***
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