

Graduate Deadlines for PSM Programs:

When to do it	What to do
Before starting each term	<ul style="list-style-type: none"> ▪ Provide updates & seek advice from your major professor, department and/or PSM Program Coordinator re: classes & registration requirements
First term	<ul style="list-style-type: none"> ▪ Select major professor, minor professor (if applicable), and organize your graduate committee ▪ Meet with your committee to plan your Program of Study and explore ideas for an internship proposal ▪ File your Program of Study with the Graduate School by the end of your first term and give a copy to your Program Coordinator
Second term	<ul style="list-style-type: none"> ▪ Aggressively pursue internship opportunities with different companies ▪ Complete your internship proposal by the end of your second term, have your committee approve it, and give a copy to your Program Coordinator
Third term	<ul style="list-style-type: none"> ▪ Confirm your internship arrangements ▪ Generate a timeline to graduation
About 5 weeks prior to your final examination	<ul style="list-style-type: none"> ▪ File a Diploma Application with the Graduate School.
To take your final exam you will need to	<ul style="list-style-type: none"> ▪ Have both a cumulative and program GPA of 3.00 or better ▪ Register for or complete all courses on your Program of Study, including removal of incomplete grades ▪ If necessary, submit Change of Program form ▪ Complete all departmental requirements.
At least one month before your final exam	<ul style="list-style-type: none"> ▪ Schedule and notify your committee and major department of date, time and place of your final oral examination ▪ Ask your major professor to review your final internship report ▪ Reserve a place for the exam through the departmental secretary
At least one week before your final exam	<ul style="list-style-type: none"> ▪ Submit an Event Scheduling form to the Graduate School ▪ Send an e-mail reminder to your committee summarizing the date, time and location of your exam ▪ Give each committee member and the PSM Program Coordinator a copy of your final internship report ▪ Prepare a PowerPoint presentation about your internship experience for your final exam seminar (Note: If you had to sign a confidentiality agreement for your internship, alternative arrangements for your seminar will be made)
Final exam	<ul style="list-style-type: none"> ▪ The oral examination will follow your seminar presentation and will cover coursework, the internship experience, and any other areas of your program and training that are deemed appropriate

