

**Graduate Student Progress Checklist**  
***Master of Science Degrees: Geophysics and Geophysical Engineering***

1. Official formation of thesis committee, including selection of advisor. Thesis Committee must be declared within the first calendar year of start of program, and requirements appear in the Graduate Bulletin. Form to establish a committee is downloadable from the Graduate School website. The official form must be submitted to the Department for approval before the Department submits it to the Graduate School.

Date filed with the Department: \_\_\_\_\_

2. At least one formal meeting of the student and thesis committee each semester. Minutes should be taken and submitted by your Thesis Advisor or Committee Chair for Department files.

Meeting dates:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3. Course Requirements.

*Background Recommendations.* The student and advisor are supposed to plan the coursework using the list of “Background Recommendations” completed by the GAC. The advisor must submit a memo listing the courses the student will take to address the background deficiencies identified by the GAC. Deficiencies resolved in a method other than taking recommended courses must be justified by the Committee. If GPGN486 is determined to be a background requirement that course **MUST** be completed during the student’s first semester of his/her program.

*Transfer Credit.* The thesis committee may allow transferring up to 9 hours of credit for individual graduate-level courses at another institution. Students must supply the committee with written documentation describing these courses or work experiences for which they wish to receive credit.

*400-Level Courses.* There is a 9-credit maximum for 400-level courses allowed toward this degree. Any 400-level courses taken specifically to satisfy deficiencies, however, do not count toward the degree.

Transfer Credits: The committee may allow transferring up to 9 hours of credit for individual graduate-level courses.

Transfer Description	Course/Requirement Fulfilled	Credits Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

400-Level Courses: No more than 9 credits may be used to fulfill GP course requirements. These courses may not be used specifically to satisfy deficiencies.

Course	Semester Completed	Credits Awarded
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Required Courses: For students in the Geophysics MS program

- a. Heiland (GPGN581) (Register in first semester of program and grade will show “PRG” with regular attendance at the Heiland Lecture during all semesters in program, and completion of individual presentation.)
- b. Professional Oral Communication (LICM501)
- c. GPGN707 (12+ credits)



4. Thesis Proposal: Discussion in a thesis committee meeting of a written proposal for the planned thesis research. Typical length of the proposal is 5 to 15 typewritten pages. To help the committee evaluate the prospects for successful and timely completion of the thesis, the proposal should include
- Scientific background
  - Indication of the purpose for and type of research to be performed
  - Specific research targets
  - Estimated target date for completion

Scope and topic of thesis agreed upon: \_\_\_\_\_

\_\_\_\_\_

Thesis proposal reviewed and approved: \_\_\_\_\_

5. GPGN581 Individual Oral/Poster Presentation:

Name of Professional Meeting: \_\_\_\_\_

Date of Presentation: \_\_\_\_\_ Oral/Poster: \_\_\_\_\_

Approved by Department: \_\_\_\_\_

6. Degree Audit Form submitted and approved: \_\_\_\_\_

7. Thesis completed presented, and defended: \_\_\_\_\_

8. Thesis corrections completed: \_\_\_\_\_

9. Graduation Application submitted on Trailhead: \_\_\_\_\_

10. Checkout paperwork submitted to the Grad School: \_\_\_\_\_

## **MS (Thesis Based) “At-A-Glance” (Geophysics)<sup>1</sup>**

### **Requirements**

1. Satisfy background coursework requirements specified at entry by the Graduate Advisory Committee (GAC).
2. Establish a Thesis Committee by the end of your second semester.
3. Complete at least 26 credits of coursework and at least 12 credits of research, as approved by your committee and as dictated by the following criteria:
  - a. All credits applied to the degree must be at the 400-level or above.
  - b. Complete 12 research credits (GPGN707) under your Mines faculty advisor.
  - c. Complete the following required courses:
    - i. LICM501 Professional Oral Communication (1 credit)
    - ii. GPGN581 Graduate Seminar (1 credit)<sup>2</sup>
  - d. Background requirements may be in addition to the above course requirements for your degree.
4. Achieve a cumulative GPA of at least 3.0.
5. Submit a Degree Audit and apply for Reduced Registration status by stated deadlines.
6. Research, write and defend an MS thesis.
7. Complete your required thesis corrections; provide any associated software code and electronic copy of your finished thesis to your Center administrator (if working within one of the research centers).
8. Apply for graduation, and attend the ceremony in your honor!

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<sup>1</sup> Typical completion time for a MS in Geophysics is 4-6 semesters.

<sup>2</sup> MS students enroll in GPGN581 only their first semester at CSM but attend Heiland Lecture every week until graduation, and complete the GPGN581 individual presentation requirement. Credit is awarded with a grade of PRG, in the semester in which the student graduates.

## MS (Thesis-Based) At-A-Glance (Geophysics)

Recommended timeline for success<sup>1</sup>

<b>What</b>	<b>By When</b>
Meet with interim advisor regarding background coursework and registration	First week in the program
Make formal appointment of advisor and committee; obtain committee approval of planned coursework	Middle of 1 <sup>st</sup> semester
Choose thesis topic; begin background research for thesis	Not later than 2 <sup>nd</sup> semester
Complete course requirements and thesis research	3 <sup>rd</sup> semester
Submit Degree Audit form to Department Office	Late October, 3 <sup>rd</sup> semester
Submit application to graduate	Early November, 3 <sup>rd</sup> semester
Finish writing and defend thesis	Middle to end of 4 <sup>th</sup> semester
Complete thesis revisions and check out	See Grad School website for deadlines
<b>GRADUATE!</b>	End of 4 <sup>th</sup> semester
Attend Geophysics graduation event in your honor	Graduation Day

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<sup>1</sup> Timeline is based on a students' starting during the Fall semester.