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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> and <http://agronomy.unl.edu/gradhandbook>
  - Publication Styles for Written Documents
    - [Science Societies of America Publication Style](#)
    - [American Society for Horticultural Science \(search for Style Guide\)](#)
  - Remove any admission deficiencies listed in your "Certificate of Admission" within your first two semesters.
  - Create your Graduate Committee.
  - Complete Memorandum of Courses (MOC). <http://www.unl.edu/gradstudies/current/degrees/masters#memorandum>
  - 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 submit a MOC and graduate the same semester.**
  - 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>.
  - 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.
  - 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, Zoom, etc.
  - 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. Details about the form are at the links below:
    - <http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>
    - <https://unlvideo.techsmithrelay.com/3Fkl> (voice-over description of form)The Written exam may be in the form of written questions from your committee, a written paper, or written document acceptable to your advisor and grad. committee. The Oral Exam may be an Oral Q & A session in front of the graduate committee, or as a department seminar followed by a graduate committee meeting.
  - Complete your exit interview: <https://www.surveymonkey.com/r/GradStudentExitSurvey>.