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## CHECKLIST FOR M.S. (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.

<https://catalog.unl.edu/graduate-professional/>

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

Publication Styles for Written Documents

[Science Societies of America Publication Style](#)

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

- 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>

Take MOC signed by your advisor to the graduate secretary who will get the graduate chair's approval. Any course deficiencies must be removed before submitting this form which is due in Graduate Studies within 12 months of beginning your graduate program. Be sure to include AGRO/HORT 991 & 992 Seminar to your MOC. **A student may not file a MOC and graduate the same semester or summer session.**

- Complete Annual Progress Report – information will be sent out early each spring semester.
- Application for Degree – Must be submitted via MyRed for a diploma to be ordered. After approved you will be given final procedures to complete your graduation requirements. Directions for diploma are at

<http://registrar.unl.edu/resources/forms/DEGRAPPNEW.pdf>

- Final Examination Report for the Masters Degree – must be submitted at least 4 weeks (3 in summer) prior to the date of the oral exam. Send completed form signed by your advisor to the graduate secretary who after getting the signature of the graduate chair, sends to Graduate Studies. Form will be returned to you prior to your defense.

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

- Make arrangements for your project Oral & Written Defense/Exam by completing the Department's Defense form at <http://agronomy.unl.edu/graduate#forms>.
- Present your final defense (oral exam).
- Complete and submit your exit interview.

<https://www.surveymonkey.com/r/GradStudentExitSurvey>

- Attend commencement and celebrate your degree!***
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