

**HUMBOLDT STATE UNIVERSITY
NATURAL RESOURCES MASTER'S DEGREE PROGRAM**

RECOMMENDED TIMELINE	TASK	FORMS/REMARKS
FIRST SEMESTER Helpful Hint: Please take time to familiarize yourself with the Policy Handbook for Master's Students at http://www.humboldt.edu/academicprograms/gradstudies/index.html .	1) Form graduate committee w/major advisor 2) Develop tentative graduate course list w/advisor 3) Develop graduate research proposal	Form available in CNRS, Dean's Office (FR 101) Form available in CNRS, Dean's Office (FR 101) Consult with major advisor and committee members
Immediately after guidance committee approves research proposal.	Submit animal care & use/human subjects request (IACUC)	On-line Form at http://www.humboldt.edu/iacuc/ .
SECOND TO THIRD SEMESTER Helpful Hint: Before you begin your thesis, please review the <i>Culminating Experience Handbook</i> , available at http://www.humboldt.edu/academicprograms/gradstudies/index.html .	Advancement to Candidacy Application (3 parts) 1. Advancement to Candidacy Note: Preferably before final 9 units of academic work has been completed. 2. Approved Graduate Course List 3. Thesis or Project Abstract & Proposal	http://www.humboldt.edu/academicprograms/graduate-forms http://www.humboldt.edu/graduatestudies/forms.php http://www.humboldt.edu/graduatestudies/forms.php
Apply at the time of or after Advancement to Candidacy. Application deadline will be posted in the Calendar of Activities & Deadlines found in the class schedule, or in the Office of the Registrar (SBS 133)	Apply for graduation and degree check	Form is available in SH 217 or download at http://sorrel.humboldt.edu/registrar/docs/DegCkUpdReq.pdf .
FOURTH SEMESTER (early in the semester is best)	Submit draft thesis to major advisor Address advisor's suggested revisions	Early in the semester is ideal. Producing an acceptable draft is an iterative process and time required will vary with the quality of the drafts. Your advisor will typically wish to comment on more than one draft.
After draft approval by major advisor.	Submit draft thesis to guidance committee	* Thesis defense should take place about this time. See your advisor to make arrangements
Typically 30 days following delivery to the committee.	Address guidance committees suggested revisions	
LAST SEMESTER LAST SEMESTER LAST SEMESTER LAST SEMESTER	Submit <u>revised</u> thesis to CNRS graduate coordinator. *Submission deadlines: Nov 1, fall sem; Apr 1, spring sem; Jul 1, summer semester Obtain required signatures for signature page Submit <u>final</u> thesis draft to Office of Academic Programs (SH 217) for final format check. *Submission deadlines: Dec 10, fall sem; May 10, spring sem; Aug 10, summer sem Reproduce and bind copies of thesis. Thesis submission form is available at: http://www.humboldt.edu/academicprograms/thesis-guidelines .	Complete thesis defense form <i>before</i> delivery of your final draft to the graduate coordinator. Both forms are available in CNRS, Forestry Bldg., Rm. 101. CNRS will create page for you to circulate. Call the Office of Academic Programs (SH 217) to make an appointment at 826-3949. CNRS students are required to bind 4 copies: Library-one digital & one hard copy (2), Department (1), and Major Advisor (1). Please refer to the <i>Handbook for Master's Students</i> for deadlines.

*Submission deadlines that fall on the weekend will have until the following Monday to submit their thesis.

Revised 8/30/2011