Keep in mind...

✓ If you are a 3+2 student remember you cannot enroll in more than 9 credit hours of graduate course while being undergraduate status.

✓ TECH 646 is not to be taken until your 2nd or 3rd semester and after you have completed the STAT requirement.

✓ Proposal defense and thesis defense cannot happen during the same semester.

✓ You need a minimum of 6 CGT 698 research hours and these hours are to be used to work on your thesis.

✓ The graduation deadlines that the Graduate School has in place: http://www.purdue.edu/gradschool/about/calendar/index.html.

✓ You need to submit a paper or poster to a conference or journal article before you can graduate.

✓ Contact the Graduate Secretary and she will assist you!

First Semester

Coursework

If the transcripts submitted with the application for admission were not complete, arrange to have two (2) copies of the final transcript showing receipt of the baccalaureate (Bachelor's) degree sent to the CGT Graduate Administrative Assistant, Department of Computer Graphics Technology, 401 North Grant Street, Knoy Hall 363, Purdue University, West Lafayette, IN 47907. ☐

Familiarize yourself with the CGT Graduate Handbook. ☐

Sign up for and complete CGT 501. ☐

Advisor & Committee

Discuss your career and educational objectives and, within the framework of the CGT master's degree, draft a preliminary plan of study. Review the optional ☐

related areas.

Begin selecting a master's committee consisting of your Major Professor and at least two graduate faculty members. At least two of your committee members must be regular, CGT graduate faculty. You may select one or more additional faculty to serve on your master's committee and in some cases that is clearly advantageous (see section 4.3 and 4.4 of this handbook). ☐

Discuss the preliminary plan of study with each of the potential members of the advisory committee (see section 5.0 of this handbook). ☐

Electronic Plan of Study

Using the Electronic Plan of Study (EPOS) system, submit your draft plan of study to your committee members and the College of Technology Graduate Office (see section 5.0 of this handbook). ☐

Refine the plan of study, if needed, based on the committee's suggestions. ☐

Using the EPOS system, submit your final plan of study to your committee members and the CGT Graduate Office (see section 5.0 of the handbook) by the end of the second semester of study. ☐

Register for classes for the next semester following approval of the plan of study (see section 4.6 of the handbook) ☐

Thesis

Identify a tentative thesis problem area. ☐

Succeeding Semesters

Coursework

Register for classes as appropriate for the next semester (see section 4.6 of this handbook). ☐

Register for TECH 646 (during your second or third semester) and begin planning for your thesis (see section 8.4 of this handbook) ☐

Thesis

During your third semester at the latest, register for one (1) semester hour of CGT 698 and begin work on the thesis proposal (see section 8.1 and 8.2 of the handbook). ☐

Schedule a defense meeting for the thesis proposal (at least two weeks in advance of the meeting). All committee members must be present. Once the committee has approved the proposal, submit the proposal and signed CGT Form 1 to the CGT Graduate Administrative Assistant (see section 8.5 of the handbook). ☐

After the proposal is approved, begin work on the thesis (3 to 5 semester hours of CGT 698, to complete the actual thesis). (See section 8.1, 8.2, and 10.3 of the handbook). ☐

Final Semester!!!

Coursework

Register for any remaining courses on the plan of study (see section 4.0 of this handbook). ☐

Register for at least one (1) semester hour of CGT 698 (or the remaining number of hours to bring your total research hours to the minimum required). (See section 10.3 of the handbook). ☐

Electronic Plan of Study

Ensure that any changes in your plan of study have been approved using the Change process within the EPOS generator, located on *myPurdue* (see section 5.0 of this handbook). ☐

Thesis and Graduation

Note: *Do all these as early as possible in the semester, as deposit appointments get taken in the first 2 weeks of the semester*.

Send an email to your Chair and the CGT Graduate Secretary asking for permission to be enrolled as a Candidate for graduation. The Chair will respond and if approved the CGT Graduate Secretary will register you for CAND for that intended semester. ☐

Work with the Graduate Secretary to schedule the final oral examination (thesis defense) at least three weeks prior to the exam date. ☐

Schedule University deposit meeting with the Graduate School http://www.purdue.edu/gradschool/research/thesis/appointment.html (see section 10.6 of the CGT MS handbook). ☐

As you schedule the final oral examination, initiate the Request for Appointment of Examining Committee (GS Form 8) electronically to the Graduate School, from *myPurdue*. This needs to be done at least 21 days before the defense. ☐

Schedule a Thesis Format Advising meeting with the CGT Thesis Advisor (same person as the Graduate Program chair) to occur two weeks prior to the final oral examination (see section 10.4 of this handbook). ☐

Right before the oral thesis defense, initiate GS Form 7, Report of Master's examining committee, electronically from *myPurdue*. ☐

Satisfy the final oral examination requirement and make any revisions to the thesis that is required by your committee (see section 10.5 of this handbook). ☐

Ensure that all committee members fill out GS From 7 electronically immediately after you have satisfied the requirements of the oral examination. ☐

Fill out the CGT department exit survey at https://purdue.qualtrics.com/SE/?SID=SV_d3UQnIKBx5QLc9L and bring proof of completion to the CGT Thesis Format Advising meeting. ☐

Fill out the Purdue Graduate school exit questionnaire (*myPurdue* > Academic > Plan of Study > Exit Questionnaire) and bring proof of completion to the thesis deposit meeting. ☐

Provide final copies of your thesis project to your chair and your committee members (see section 10.8 of this handbook). ☐

You're done! Congratulations! Please stay in touch with Purdue CGT! -- Search LinkedIn for "Purdue CGT alumni group" and "like" Purdue CGT on Facebook. ☐