

MSCI Research Project and Graduation Process

When	Step	Deadline	Responsibilities		
			Student	Committee Members	Program
A year before graduation	Form committee	When enrolling for research project credits, MDCRC 6960; about one year before graduation	<ul style="list-style-type: none"> Meet with potential committee members (majority must be tenure track) to develop the project idea. Select committee members with expertise to match the project. 	<ul style="list-style-type: none"> Work with student to develop the project idea. 	<ul style="list-style-type: none"> If needed, suggest committee members.
	Define MS project		<ul style="list-style-type: none"> Prepare a "Project Plan and Committee Form."* Obtain committee member signatures on form. Turn in signed "Project Plan and Committee Form" to MSCI_Admin@lists.utah.edu. Schedule to present at MSCI RIP 	<ul style="list-style-type: none"> Review and approve student's description of planned research project. Sign form. 	<ul style="list-style-type: none"> Review and approve student's committee and planned project.
During Research Project	Research project		<ul style="list-style-type: none"> Consult with committee members on details of study design, data collection, and data analysis. Keep committee members informed of progress. Notify program of any significant change in project or change in committee membership. 	<ul style="list-style-type: none"> Provide oversight and input. 	<ul style="list-style-type: none"> Provide support if needed.
Semester before graduation	Apply for graduation	Middle of the semester before the semester of graduation	<ul style="list-style-type: none"> Complete the paper "Application for Graduate Degree" form. Turn in the paper copy to registrar's office and send an electronic copy to MSCI_Admin@lists.utah.edu. 		<ul style="list-style-type: none"> Review courses taken for completion of degree requirements.
Semester of graduation	Program of study (i.e. list of courses)	Semester of graduation		<ul style="list-style-type: none"> Approve the electronic program of study. 	<ul style="list-style-type: none"> Create and review electronic program of study.
	Submit a draft	6-8 weeks before "Nonthesis final exam" deadline***	<ul style="list-style-type: none"> Submit an abstract of project to committee members and MSCI_Admin@lists.utah.edu. 	<ul style="list-style-type: none"> Review abstract. Provide comments/requests for revisions to student. 	<ul style="list-style-type: none"> Review students 'abstract Communicate Directors 'response(approval, refusal, or further work)
	Schedule defense	4 weeks before defense date	<ul style="list-style-type: none"> Conduct a doodle poll to schedule a date and time to defend your project with ALL of your committee members in attendance including MSCI Program Directors. 	<ul style="list-style-type: none"> Review draft report. Provide comments/requests for revisions to student. Commit to attend the defense. 	<ul style="list-style-type: none"> Invite Clinical Investigation program students and faculty to the defense.
	Defense	"Nonthesis final exam" deadline***	<ul style="list-style-type: none"> Present and defend research project. 	<ul style="list-style-type: none"> Attend defense. Sign "Final Exam" form. 	<ul style="list-style-type: none"> Attend defense.
	Submit final MS project report	"Nonthesis final exam" deadline***	<ul style="list-style-type: none"> Incorporate revisions suggested by the committee and feedback from the audience at the presentation into final version of project report. Turn in final project report to committee members and MSCI_Admin@lists.utah.edu. 	<ul style="list-style-type: none"> Usually chair only: Review and approve final written document 	
	Approval to graduate	"Nonthesis final exam" deadline***		<ul style="list-style-type: none"> Chair: Assign a grade for research, MDCRC 6960. Chair: Approve student to graduate in electronic system. 	<ul style="list-style-type: none"> Approve student to graduate in electronic system.
	Provide your	"Nonthesis final exam"	<ul style="list-style-type: none"> Provide current CV (and future contact info if 		

info deadline***

leaving U of Utah) to MSCI_Admin@lists.utah.edu.

* [MS Project Plan and Committee form](#)

** [Application for Graduate Degree](#)

*** [See graduate school master's degree calendar](#)