## MSCI Research Project and Graduation Process

**Responsibilities**

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| A year before graduation | Form committee                    | When enrolling for research project credits, MDCRC 6960; about one year before graduation | • Meet with potential committee members (majority must be tenure track) to develop the project idea.  
• Select committee members with expertise to match the project. | • Work with student to develop the project idea. | • If needed, suggest committee members. |
| Define MS project     | Middle of the semester of graduation | • 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 | | • Review and approve student's description of planned research project.  
• Sign form. | • Review and approve student's committee and planned project. |
| During Research Project | Research project                 | Middle of the semester before the semester of graduation | • 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. | • Provide oversight and input. | • Provide support if needed. |
| Semester before graduation | Apply for graduation              | Middle of the semester before the semester of graduation | • 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. | | • Review courses taken for completion of degree requirements. |
| Semester of graduation | Program of study (i.e. list of courses) | Semester of graduation | • Approve the electronic program of study. | | • Create and review electronic program of study. |
| Schedule defense      | 8 weeks before "Nonthesis final exam" deadline*** | Schedule a date and time to defend your project with ALL of your committee members in attendance | • Commit to attend the defense. | • Invite Clinical Investigation program students and faculty to the defense. | |
| Submit a draft        | 4 weeks before defense date       | Circulate a draft of project report to committee members and MSCI_Admin@lists.utah.edu. | • Review draft report.  
• Provide comments/requests for revisions to student. | | • Review draft report. |
| Defense               | "Nonthesis final exam" deadline*** | Present and defend research project. | • Attend defense.  
• Sign "Final Exam" form. | | • Attend defense. |
| Submit final MS project report | "Nonthesis final exam" deadline*** | • 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. | • Usually chair only: Review and approve final written document | | |
| Approval to graduate  | "Nonthesis final exam" deadline*** | Chair: Assign a grade for research, MDCRC 6960.  
Chair: Approve student to graduate in electronic system. | | | |
| Provide your info     | "Nonthesis final exam" deadline*** | Provide current CV (and future contact info if 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