

## Schedule of Required Documents

<i>Required Forms/Actions *</i>	<i>When Required</i>	<i>Who Initiates</i>
Complete, official transcripts from universities and colleges attended, including degrees and dates awarded	Before the beginning of the first semester of enrollment	Student is responsible for providing official transcripts to the Graduate School
Signature of <i>Patent Agreement</i>	Before the end of the first semester of enrollment	Submitted to the Graduate School by the Horticultural Science (HS) graduate administrative assistant
Appointment of advisory committee and submission of <i>Plan of Graduate Work</i>	Before completion of two semesters of course work or earlier	Initiated by student with Advisor and approved by DGP; submitted to the Graduate School by the HS graduate administrative assistant
Assignment of Graduate School Representative (doctoral students only)	After <i>Plan of Graduate Work</i> has been approved by Graduate School	Appointed by the Graduate School
<i>Request to Schedule the Preliminary Oral Examination</i> (doctoral students only)	After written preliminary exams have been completed but no later than one semester prior to final oral exam. Request must be received in Graduate School at least 5-10 working days prior to proposed exam date.	Initiated by student and submitted to the Graduate School by the HS graduate administrative assistant
Report on Preliminary Oral Examination (doctoral students only)	Immediately after oral examination is completed	Submitted to the Graduate School by the HS graduate administrative assistant within 5 working days of exam
Application to Graduate	When Final Oral Exam is scheduled but no later than the Apply to Graduate Deadline	Initiated by student online via <i>MyPack Portal</i> , by navigating to <i>Student Self Services, Degree Progress/Graduation, Apply for Graduation</i>
<i>Request to Schedule the Final Oral Examination</i> (doctoral students only)	Must be received in Graduate School at least 5-10 working days prior to proposed exam date and no earlier than 4 calendar months after successful completion of preliminary exam	Initiated by student and submitted to the Graduate School by the HS graduate administrative assistant
<i>Request for a Permit to Schedule the Master's Oral Examination</i> (master's students only)	Final semester of course work.	Initiated by student and submitted to the Graduate School by the HS graduate administrative assistant
Report on Final Oral Examination (master's or doctoral)	Immediately after final oral exam is completed	Submitted to the Thesis Editor of the Graduate School by the HS graduate administrative assistant within 5 working days of exam

Draft submission of thesis or dissertation to Graduate School for thesis review	Immediately after final examination is successfully completed ( <b>within 24 hours of receiving an unconditional pass</b> ). This must be completed by the deadline for the semester as noted in the Graduate School Calendar.	Student must electronically submit the draft PDF file to the Thesis Editor via the ETD submission system for the thesis review.
Final submission of thesis or dissertation to Graduate School for Graduate School acceptance	Final error free file must be submitted before the deadline for the semester as noted in the Graduate School Calendar.	Student must electronically submit the final error free file to the Thesis Editor via the ETD submission system for acceptance by the Graduate School.
Final committee approval of thesis or dissertation	Online approval by the student's advisory committee, through <i>MyPack Portal</i> before the deadline for the semester as noted on the ETD webpage.	Student unconditionally passes the final exam and the ETD is accepted by the Thesis Editor.

\* Receipt of materials in the Graduate School can be by campus mail, hand delivery, fax or e-mail, as appropriate.