You are now in your second semester and soon you will be close to completing your required coursework for the M.S. in Optical Sciences degree. The following list will show you the steps to graduation.

- If you have completed graduate-level coursework at another institution and you wish to request approval for transfer units, you should complete the evaluation of transfer credit form during your first semester.

- Please fill out your master’s plan of study online (http://grad.arizona.edu/Current_Students/) and obtain your major professor’s approval and signature. Submit the signed plan of study to the Academic Programs office. Once approved by the associate dean of academic programs, your plan of study — including required copies — will be submitted to the Degree Certification Office. You will want to complete the plan of study by the start of your second year — your third semester.

- The College of Optical Sciences requires that you take at least two lab courses (courses with the “L” suffix). If you had extensive prior lab experience, you may want to talk to the associate dean to get one of the lab units waived.

- Choose either the thesis or nonthesis option. The thesis option requires 24 course units and eight thesis units. The nonthesis option requires you to take 32 course units and 3 master’s report units.

- In agreement with your major advisor, choose a committee consisting of three members, at least two of whom must be tenured or tenure-track faculty from OSC. The third member can be an “outside” person if approved by the Graduate College in advance. If you decide to have an “outside” person on your committee, please talk to the graduate academic progress coordinator. In that case, an approval form that includes the person’s CV or résumé will be completed for approval by the Graduate College.

- Provide each committee member with a penultimate copy of your thesis or report at least two weeks prior to the date of your final oral exam. You will defend the penultimate copy of your report or thesis in your oral exam — the final version of your report or thesis will incorporate any changes requested during the oral exam. Your major professor must review and approve the penultimate copy of your report or thesis prior to distribution to the full committee. As a result, a draft of your report or thesis must be submitted to your major professor well before this two-week deadline. It is your responsibility to work with your major professor to determine an appropriate schedule; at a minimum, plan on submitting this draft to your major professor at least four weeks prior to the date of your final oral exam.
• Once you have chosen your committee and received a commitment from them for a final exam date, **complete the final oral exam scheduling form, available in Academic Programs.** Please plan to submit this completed form at least seven days in advance of your exam date so that your completion documents can be prepared. Students usually bring some refreshments to the exam. The Academic Office can provide you with coffee-making supplies; some coffee-making supplies may also be available through the Dean's Office.

• If you write a thesis, you can find formatting information on the following website: [http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals](http://grad.arizona.edu/academics/degree-certification/diss-theses/manuals) Unless you want to have your thesis microfilmed, the Graduate College doesn’t even get a copy of the thesis (or report). The College of Optical Sciences, however, does require a copy for the Fred A. Hopf Reading Room. There are no format requirements for the master's report although many students follow the thesis manual format.

• On the day of the final exam, your major advisor will pick up your file from the Academic Programs office to take to the exam. The exam will last from two to three hours. It is up to your committee to test you on the contents of your thesis and/or your knowledge of the course material. Students who choose the nonthesis option are usually only tested on their knowledge of the course material.

• After passing the final exam remember to submit one printed unbound copy of your thesis or report to the Academic Programs office for the Fred A. Hopf Reading Room. It will be bound and added to the library. You should make an appointment for an exit interview with the associate dean. This interview is an informal meeting to discuss your thoughts on the optics program and your plans for the future.

• The last step before leaving the College of Optical Sciences is to fill out a clearance form available in the Academic Programs Office in Meinel 403. This form needs to be taken to various service offices in OSC for signatures to make sure that everything checks out — that you don’t have any books that need to be returned to our library or that you return office and building keys and have no outstanding fees. After you obtained all the signatures, the form needs to be submitted to our payroll office.

**CAUTION:**
If you are an RA and you resign your RA position early in the semester in which you complete your degree, it is possible you may have to repay the University for your health insurance and non-resident tuition waiver.