

**Criminal Justice Graduate Study Timeline (Professional Degree Program)\***

\*For all of the forms (except Proposed Degree Program Part II), see the Graduate Study Timeline posted on the Graduate College website at <http://graduatecollege.unlv.edu/current/guidance/>

This is a two-year study timeline. For those who take graduate courses as a part-time student, refer to credit hours:

<b>By semester (A two-year plan)</b>	<b>By credit (There is a six-year cap for MA Degree)</b>	<b>Tasks to be completed</b>
First fall semester	Before enrolling in classes the first semester	Contact Graduate Coordinator via email
By end of first spring semester	Before completing 15 graduate credit hours (including transfer credits)	Submit the <u><i>Degree Plan Requirements Form</i></u>
By end of second fall semester	No later than the first week of the semester in which you plan to graduate	<ol style="list-style-type: none"> <li>1) Submit <u><i>Proposed Degree Program Parts 1 &amp; 2;</i></u></li> <li>2) Apply for Graduation Application using MyUNLV.</li> </ol> <p>Note: You may apply for graduation up to 2 semesters prior to your intended semester of graduation, but you MUST SUBMIT all forms (except your final Exam Results form) prior to applying to graduate.</p> <ol style="list-style-type: none"> <li>3) After completing steps 1 &amp; 2, enroll for CRJ 796 Comprehensive Exam. Contact Comprehensive Exam Coordinator for course materials.</li> </ol>
Second spring Semester (Second Friday of March)	Comprehensive Exam is administered twice a year. <ul style="list-style-type: none"> <li>• Second Friday of March</li> <li>• Second Friday of October</li> </ul>	<ol style="list-style-type: none"> <li>1) Take Comprehensive Exam</li> </ol>
Degree conferred	Once you complete all of the above steps by the deadlines.	For commencement info, see <a href="http://graduatecollege.unlv.edu/current/completing_your_program/degree.html">http://graduatecollege.unlv.edu/current/completing_your_program/degree.html</a> , and <a href="http://commencement.unlv.edu/">http://commencement.unlv.edu/</a>

**Steps to obtain signatures from the Department, College and Graduate College:**

Please note: It is the student's responsibility to obtain required signatures and to ensure that the forms are completed and submitted before the deadlines.

Department	College	Graduate College
<ol style="list-style-type: none"><li>1) Deliver the documents to the appropriate professor to obtain signature (all professors have office hours and/or contact them before stopping by).</li><li>2) If the professor is not available, give the documents to Graduate Coordinator (contact Graduate Coordinator via email: hong.lu@unlv.edu). You should receive an email from the Graduate Coordinator within 3 business days to pick up the signed documents.</li></ol>	<ol style="list-style-type: none"><li>1) You must personally deliver the forms to the receptionist at the Dean's Office and sign on the log (Fifth floor, Greenspun Hall). Do not leave documents without someone to receive and sign for your document.</li><li>2) The document will be ready within 3 business days (you may check it daily). When picking up the documents, you will be asked to sign on the pick-up log.</li><li>3) Come to the Department to make copies for the Department and yourself.</li></ol>	<ol style="list-style-type: none"><li>1) Drop off your documents in the reception area at the Graduate College (Third floor, FDH) and ask for a receipt (or a person's contact info to follow up with the forms).</li><li>2) Check your Rebel Mail Account for messages from the Graduate College. If your forms are not completed or there are errors, you will be notified by the Graduate College.</li><li>3) If you are unsure if the forms are processed by the Graduate College, contact them or the Graduate Coordinator.</li></ol>