

**Criminal Justice Graduate Study Timeline (Traditional 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 the MA degree program)</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 first spring semester	Before completing 12-16 credit hours	Submit the <u><i>Advisory Committee Form</i></u> (If there is need to change the composition of the committee, the Change in Advisory Committee Form must be filed with the Graduate College immediately after the change is made.)
By end of second fall semester	Before applying for graduation, and 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) <u><i>Thesis Prospectus Approval Form</i></u> and the abstract of your proposal</li> </ol>
By end of second fall semester	No later than the first week of the semester in which you plan to graduate	Apply for Graduation Application using MyUNLV. Note: You may apply for graduation up to 2 semesters prior to your intended semester of graduation, but you <b>MUST SUBMIT</b> all forms (except your final defense forms) prior to applying to graduate.
By end of February during second spring semester	By end of February or September	<ol style="list-style-type: none"> <li>1) Schedule your thesis defense (Thesis defense must be held no less than three weeks prior to the last day of instruction – Graduate College posts the defense date online each semester).</li> <li>2) Reserve for the conference room</li> </ol>
By second Friday of March during second spring semester	By second Friday of March or second Friday of October	<ol style="list-style-type: none"> <li>1) Submit your thesis to Graduate Coordinator for Department style check (See CJ Department Style Manual for style guide).</li> <li>2) <b>The Graduate College now makes it the responsibility for the student and the graduate advisory committee to ensure that style and formatting are done in accordance to the Graduate College guidelines (see Graduate</b></li> </ol>

		College Formatting Guideline: <a href="http://graduatecollege.unlv.edu/current/thesis/">http://graduatecollege.unlv.edu/current/thesis/.</a> )
One week prior to your defense		<ol style="list-style-type: none"> <li>1) Complete <i>Thesis Committee Approval Page</i> (See Instructions for Completing Thesis Committee Approval Page: <a href="http://graduatecollege.unlv.edu/current/thesis/downloadable-forms.html?checkboxname=ON&amp;download=Download+approval+pages+(PDFs)">http://graduatecollege.unlv.edu/current/thesis/downloadable-forms.html?checkboxname=ON&amp;download=Download+approval+pages+(PDFs)</a>)</li> <li>2) Use the Thesis Approval Page Form (standard, 4 committee members). If you need to use a different form, contact Graduate Coordinator.</li> </ol>
On the day of defense		<p>Bring the following forms to the defense meeting and have them signed:</p> <ol style="list-style-type: none"> <li>1) <i>Thesis Committee Approval Page</i></li> <li>2) <i>Oral Defense Results Form</i></li> </ol> <p>Note: All signatures MUST be in either blue or black ink.</p>
Immediately after the defense (at least two weeks prior to the last day of instruction)		<p>Submit the following final documents to the Graduate College (in an envelope, and with your name and NSHE ID on the outside):</p> <ol style="list-style-type: none"> <li>1) <i>Defense Results Form</i></li> <li>2) <i>Thesis Committee Approval Page</i></li> <li>3) <i>Thesis Format Review Form</i></li> <li>4) <i>One copy of your final approved (and properly formatted) thesis</i> on 20 lb. watermark bond paper to the Graduate College for final formatting approval.</li> </ol> <p>Again, per GC policy, you and your committee must review and approve your document style and formatting prior to submitting your final document to the GC for the final format check.</p> <p>(See guidelines at <a href="http://graduatecollege.unlv.edu/current/thesis/">http://graduatecollege.unlv.edu/current/thesis/</a> )</p>
Two weeks prior to the last day of instruction	After receiving an email invitation (It means that GC approved your formatting) from the Graduate College with your e-signature page to insert in your document.	<ol style="list-style-type: none"> <li>1) Insert your <i>e-signature page</i> in your document</li> <li>2) Upload your <i>electronic document to ProQuest</i></li> </ol> <p>See instructions at: <a href="http://graduatecollege.unlv.edu/current/thesis/">http://graduatecollege.unlv.edu/current/thesis/</a></p>
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>