Completing your MIS degree

Important dates or all students completing MIS degrees spring 2017:

Non-thesis option:
- Students completing a take-home essay will have two weeks to write their exam and submit to committee members.
- Last to sit for or submit your written comprehensive exam to committee – April 12, 2017
- Last day to complete oral portion of exam – April 28, 2017

*Reminder: It is your responsibility to arrange for one faculty from each of your areas to read your exam and serve on orals.

Thesis option:
- Students must submit complete thesis to entire thesis committee one month prior to defense.
- Applications for thesis defense due to Graduate School – April 14, 2017
- Last day to complete thesis defense – April 28, 2017

*Reminder: Thesis director must approve final draft prior to submitting it to Committee as a whole.

Keep the following dates in mind to avoid fees and to ensure you graduate when you intend to:
- **MAY Commencement** - Applications are taken September 15 through November 15 of prior year.
- **AUGUST Commencement** - Applications are taken January 2 through March 2 of same year.
- **DECEMBER Commencement** - Applications are taken April 1 through June 1 of same year.

For Students Taking Comprehensive Exams:
Well in advance of completing the comprehensive exam, student must ask three faculty members, typically one from each area in the degree, to serve on the exam committee. These committee members will work with the MIS Director to formulate exam question(s), read and evaluate the written exam, and participate in an oral defense of the exam. MIS Director serves as fourth committee member.

The format of the comprehensive exam is decided upon by the Director of the MIS in consultation with the student:

**Format option 1:** Student takes one blue book exam for each area in the degree plus one exam based on an interdisciplinary question. Faculty read exam for their respective areas and report to MIS Director as to whether or not the student is ready for an oral defense. If this is the case, student proceeds to oral defense working the MIS Director to arrange a defense date, time, and location in accordance with Graduate School and Division deadlines. The process usually takes about one hour during which faculty discuss student’s essays with him/her. The student leaves the exam room while faculty deliberate as to whether the student passes his/her exam.
Format option 2: Faculty on exam committee collaborate with MIS Director to formulate one interdisciplinary question relating to student’s coursework and career plans based upon which the student writes an 18 page take-home paper. Student has two weeks complete paper and submit to all committee members, formatting the paper based on the research style (MLA, APA, Chicago, etc.) determined by faculty. Faculty read exam and report to MIS Director as to whether or not the student is ready for an oral defense. If this is the case, student proceeds to oral defense working the MIS Director to arrange a defense date, time, and location in accordance with Graduate School and Division deadlines. The process usually takes about one hour during which faculty discuss student’s essay with him/her. The student leaves the exam room while faculty deliberate as to whether the student passes his/her exam. General Tips: Take the time to talk with your committee members to get their advice on how best to prepare for your comprehensive exams. What do they suggest you review? Where are areas for improvement? Talk the them about your intentions with your unique degree.

For Students Completing a Thesis

Students pursuing the thesis option sign up for thesis research and writing hours during their final two semesters. Well in advance of completing the thesis, the student must ask three faculty members, typically one from each area in the degree, to serve on the thesis committee. One committee member will serve as thesis director. Student must follow all deadlines designated by the Graduate School regarding thesis proposals, filing for graduation, and filing of final thesis draft. Click here for related deadlines and forms. Once the thesis director determines that the thesis is complete and in final draft form, the remaining committee members receive the thesis at least four weeks prior to projected defense. Committee members are encouraged to address concerns with the thesis with the thesis director. Faculty read thesis and report to MIS Director as to whether or not the student is ready for an oral defense. If this is the case, student proceeds to oral defense working the MIS Director to arrange a defense date, time, and location in accordance with Graduate School and Division deadlines. The process usually takes about one hour during which faculty discuss student’s thesis and research with him/her. The student leaves the exam room while faculty deliberate as to whether the student passes his/her defense.