School of Health and Rehabilitation Sciences  
Non-Thesis (Plan B) Checklist

_____ The student should discuss possible topics with his/her advisor. The student will need to register for an independent study HTHRHSC 7993.

_____ The student will prepare a preliminary draft of the project proposal. During the period the proposal is written, the student must be registered for HTHRHSC 7990.

_____ The advisor and the student will develop a timeline to determine when feedback on the draft will be given.

_____ The student and the advisor should identify project committee members.

_____ Non-graduate faculty members will need petition to be approved to be added to the committee.

_____ The student will work with the full committee to schedule a project proposal meeting.

_____ The student will prepare a presentation of the project proposal. Copies of the proposal will need to be handed out to the committee no earlier than 2 weeks and no later than 5 days before the proposal meeting.

_____ Begin project once IRB approval (if necessary) has been obtained.

_____ The student and the committee will set the examination date.

_____ The student will provide all committee members with a copy of the completed project document no earlier than 2 weeks or later than 7 days before the scheduled exam.

_____ The student will submit the original Examination Report Form to the Graduate School. A copy will need to be submitted to the MS Graduate Coordinator (Jennifer Hicks).

_____ Submit a copy of the final Plan B project to the SHRS Graduate Office.

06.04.13 jlh  
Revised 10.01.13