

HOTEL AND RESTAURANT MANAGEMENT  
 MASTER'S DEGREE PROGRAM – NON-THESIS OPTION  
 Progression Checklist

Requirement	Timeline	Instructions/Notes
Develop an <b>initial Plan of Study</b>	During the <b>first semester</b> of enrollment	For assistance, consult with your temporary advisor (the HRMT graduate programs officer).
Select a <b>Major Professor</b>	During <b>second semester</b> of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Set up <b>Advisory Committee</b>	During <b>second semester</b> of enrollment	
Submit a <b>Plan of Study</b> to Graduate School	<b>At least one semester prior</b> to the semester of expected graduation	Online form available at GPOST at <a href="http://graduate.auburn.edu/gspoststudent/main.aspx">http://graduate.auburn.edu/gspoststudent/main.aspx</a>  If no more than three changes have been made to an already approved Plan of Study, submit " <b>Revision to Existing Plan of Study</b> " Form to Graduate School.
Develop a <b>Proposal for the Research Project</b>		Topic must be approved by the major professor and advisory committee. The student must register for NTRI 7980 (NTRI 7986 for distance-education students) each semester the student is working on the research project.  If required, obtain IRB approval before conducting research.
Request a <b>Graduation Check</b> through Graduate School's website	<b>Prior to the last day</b> of the semester preceding the expected semester of graduation	Submit online at GAAAP at <a href="http://graduate.auburn.edu/GAAAP/">http://graduate.auburn.edu/GAAAP/</a>
Clear any "Incomplete" <b>Grades</b>	<b>At least three weeks</b> before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.

<p><b>Notification of the Registrar</b> with the intent to graduate</p>	<p>During the pre-registration period the semester before the expected semester of graduation, or no later than the 15<sup>th</sup> day of classes during the semester of expected graduation</p>	
<p><b>Notification of the Graduate School</b> with the intent to graduate</p>	<p>When registering for the final semester</p>	
<p><b>Enrollment</b> in the semester of graduation.</p>	<p>Semester of graduation</p>	<p>At least one credit hour. If presenting research project, enroll in NTRI 7980 (NTRI 7986 for distance-education students).</p>
<p><b>Non-Thesis Research Project Defense Meeting</b></p>		<p>Make appropriate arrangements with your major professor and HRMT program to schedule the meeting.</p>
<p><b>Graduation</b></p>		<p>All degree requirements must be completed within six calendar years.</p>