

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

Requirement	Timeline	Instructions/Notes
Develop an initial Plan of Study	During the first semester of enrollment	For assistance, consult with your temporary advisor (the HRMT graduate programs officer).
Select a Major Professor	During second semester 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 Advisory Committee	During second semester of enrollment	
Submit a Plan of Study to Graduate School	At least one semester prior to the semester of expected graduation	Online form available at GPOST at http://graduate.auburn.edu/gspoststudent/main.aspx If no more than three changes have been made to an already approved Plan of Study, submit " Revision to Existing Plan of Study " Form to Graduate School.
Develop a Proposal for the Research Project		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 Graduation Check through Graduate School's website	Prior to the last day of the semester preceding the expected semester of graduation	Submit online at GAAAP at http://graduate.auburn.edu/GAAAP/
Clear any "Incomplete" Grades	At least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.

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