GRAND VALLEY STATE UNIVERSITY
THE GRADUATE SCHOOL

Project Flow Chart

Before beginning the process below, students must meet with their advisor or Graduate Program Director (GPD) to review any department-specific guidelines and information. **Students are required to remain continuously enrolled** in either 693/696 or 793/796 once a project is started until the end of the semester of graduation.

GRADUATE STUDENTS

1) **SELECT** Project Advisor AND/OR Project Committee (not required). Must be approved by GPD and Unit Head of the Department.

2) **SELECT** a Subject Area or Topic. Collaborate with Project Advisor OR Committee to choose a topic of interest.

3) **DEVELOP** a Project Proposal and submit it for approval from the required committees. Conduct research/scholarship.

4) **CREATE** a culminating experience project for public presentation.

5) **PRESENT** the culminating experience project and receive approval on the presentation and paper from the project advisor.

6) **FOLLOW UP** on approval from the project advisor, GPD, and Unit Head.

7) **SUBMIT** required final .pdf to ScholarWorks Scholar Works using online instructions.

PROJECT ADVISOR

1) **GUIDE** student with form submissions, course registration, scheduling, and resources.

2) **VERIFY** that committee members (if chosen) are approved for Grad Faculty Status; submit applications for those without Graduate Faculty Status.

3) **ASSIST** student with Project Presentation scheduling, such as date, time, and room.

4) **CONDUCT** project presentation and confirm any necessary changes for a final grade.

5) **ASSIST** student in collecting signatures from the GPD and Unit Head on their Final Approval Form.

6) **RECEIVE** copy of final .pdf with all appropriate signatures.

7) **RESOLVE** student grade in Banner for diploma release.

For resources, such as policies, guidelines, forms, and templates, visit: https://www.gvsu.edu/gs/project-guidelines-104.htm. Please contact The Graduate School with questions at: gradschool@gvsu.edu