A “completion plan” should have specific goals and specific deadlines for meeting those goals, as well as prescribed consequences if the goals are not met within the proposed timelines. If the student is required to prepare a thesis or dissertation, the plan should include a stipulation that the student will meet with his/her committee to review progress at each of the proposed deadline times. It is suggested that the time period between proposed committee meetings be no longer than three months. If the student is completing a course work only Masters degree, the courses to be taken and expected performance standards should be stipulated. The plan should be incorporated into a written document, signed by the student, his/her advisor, and the program director and then submitted to the Graduate School Dean for review and approval.