A Checklist for Thesis Master’s Students

1. **Admission** - if conditional, needs to be converted to regular admission status within the first semester of enrollment.

2. **Program of Study** - must be approved by the Graduate Dean within the second semester of enrollment. 
   - [Program of Study Form](#)

3. **Appointment of a Thesis Committee** - must be approved by the Graduate Dean within the second semester of enrollment.
   - [Appointment of Thesis Committee Form](#)

4. **Thesis/Proposal** - must be approved by the Graduate Dean within the first semester of second year of study.
   - [Thesis Proposal Submission Form](#)

5. **Application for Graduation** - needs to be submitted at the beginning of the semester in which you plan to graduate (see calendar for deadlines). If graduation date is postponed to another semester, a new application needs to be made.
   - [Application for Graduation Form](#)

6. **Thesis Defense** - application for the examination, accompanied by a draft thesis needs to be submitted at least two weeks before the defense date.
   - [Request to Schedule Final Thesis Defense Examination Form](#)
   - On the same day of the oral examination, the thesis committee chair needs to submit the results to the Graduate Office.
     - [Oral Thesis Defense Examination Form](#)

7. **Thesis Submission** - within a few days after the thesis defense examination, the final thesis approved by the Committee and printed on regular paper needs to be brought to the Graduate Office for final check-up. Once cleared by the Graduate Office, four copies need to be made on the special paper indicated in the Guidelines book. Also a copy of the receipt of payment for thesis binding must be attached.