

## 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.