Plan of Action – Thesis

• First Semester:
  o Select an advisor.
  o Develop your plan of study with your advisor before registration begins for second semester. Courses outside of the department should be generally in the area of your thesis or methods.

• Second Semester:
  o Complete the Department Application for MA degree candidacy by mid-semester.
  o Submit letters for assistantships by mid-February.
  o Review the approved electives on your plan of study with your academic advisor, and secure approval for any necessary amendments. Be sure to file an Amendment to the Plan of Study Form with the Graduate Program Director.
  o After completion of 12 hours complete the Graduate School Application for Admission to Candidacy Form.

• Third Semester
  o At the start of the semester, identify with your advisor potential faculty members for your thesis committee. A minimum of 3 faculty members, one of which must be from outside the department, is required. The committee must be submitted to the department chair for approval (Approved Thesis Committee Form). Then, you will need to meet with the committee to approve your thesis prospectus.
  o If you plan to graduate in the next semester, you should be planning for your department colloquium based on your scholarship. Submit the Colloquium Request Form to the Department Colloquia Coordinator to secure your presentation date.

• Final Semester
  o At the beginning of your final semester, submit an Application for Degree form to the Graduate School. This form, along with the Admission to Candidacy Form, must be on file in the Graduate School Office in order to graduate. It is the student’s responsibility to complete the application for degree form with the Graduate School. Failure to do so will result in your name not being placed on the graduation list.
  o Consult the Graduate School Deadlines carefully.
    ▪ You will need to submit an approved thesis title card with the exact title of your thesis.
    ▪ You will need to submit 2 copies of the thesis, receipt for thesis binding fee, and 2 copies of an abstract.
    ▪ You will need to complete successfully an oral defense of your thesis. The date for this defense must be submitted to the Graduate Program Director at least 2 weeks in advance to notify the Graduate School and to give public notice (see Graduate School Form). After completing the defense, your committee members must sign the Final Thesis Defense Form for the Graduate School. Then, the committee may sign the Acceptance Page for submission with your thesis.