

## Plan of Action – Thesis

- First Semester:
  - Select an advisor.
  - 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:
  - Submit letter for renewal of assistantship by 15 February.
  - 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 Coordinator or department chair.
  
- Third Semester
  - Before the start of this 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.
  - You must have the approved thesis committee on file with the Graduate School to register for COM 599 Thesis Research.
  
- Final Semester
  - At the beginning of your final semester, submit an Application for Degree to the Graduate School via *MyBama*. **It is the student's responsibility to submit the Application for Degree with the Graduate School. Failure to do so will result in your name not being placed on the graduation list.**
  - Consult the Graduate School Deadlines carefully.
    - You will need to complete successfully an oral defense of your thesis at least 1 week prior to the Graduate School's submission deadline. The draft for this defense must be submitted to the department chair at the same time it is submitted to the committee. After completing the defense, your committee members may sign the Final Thesis Defense Form, but they must sign the electronic submission form for the Graduate School.
    - All edits required by the committee and the department chair must be completed prior to electronic submission.