Student Thesis Checklist

1. Check that all requirements for the degree except the thesis are completed. You need 27 hours to graduate, and 12 of the 27 hours should be MALS seminars (not directed studies). No more than 6 hours can be from transfer classes nor more than 6 hours from directed studies. There should be no more than 12 hours from 600 level classes. Your grade point average must be at least 3.0.

2. Come up with a few thesis topics of interest to you.

3. Meet with the MALS Director to discuss your ideas and to develop a list of possible advisors.

4. Call an advisor in the general area of your topic to see if he/she is interested in working with you. Once a faculty person has agreed, be sure he/she is a member of the Graduate Faculty. If not, make arrangements with Administrative Coordinator for the advisor’s temporary appointment to the Graduate Faculty.

5. Decide on a final thesis project with your advisor. Work out the details of the prospectus. Write up the prospectus with input from your advisor.

6. Have your advisor sign your prospectus.

7. Obtain permission from the Chair of your advisor’s department in writing (either through intercampus mail or by email to the MALS Office) for your advisor to serve for the semester as your thesis advisor.

8. Give your prospectus, with your advisor’s signed approval, to the MALS Director.

9. Receive the letter of approval from the MALS Director.

10. Sign up for Thesis Research – MALS 791 with the Administrative Coordinator. Get a copy of the Instructions for the Preparation of Theses and Dissertations from her or online.

11. Obtain a “Candidate for the degree and Intent to graduate” form and file it at least 90 days before the deadline for that semester. Your advisor and the MALS Director will need to sign it. You will also pay the graduation fee at this time ($7.50 per thesis copy, plus $35.00 for cap & gown charges).

12. Begin working on the thesis. CONSULT WITH YOUR ADVISOR AT REGULAR INTERVALS.

13. With your advisor’s input, invite two faculty members to be your thesis committee members. Be sure they are members of the Graduate Faculty. If not, make arrangements with Administrative Coordinator for their temporary appointment to the Graduate Faculty.

14. Pass in a copy of the title page and one chapter to the Graduate School Office so they can check your format. Do this by the date indicated on the academic calendar.

15. Complete the project, working on revisions with your advisor.

16. When your thesis is judged ready by your advisor, set up a defense meeting with your thesis committee. Schedule this at least two weeks before the final due date. Notify the MALS Office and the Graduate Office of the date and time. The MALS Office is available for thesis defenses.

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17. Make copies of your thesis and distribute to your thesis committee members at least two weeks before the meeting. Make up five copies of your title page on 100% rag bond.

18. Go to your thesis defense prepared to discuss your work. Bring with you the five copies of your title page on the 100% rag bond. Your thesis committee chair (not the advisor) should bring the approval sheet to the meeting. During the course of the defense meeting, be prepared to note changes that are requested to be made. If appropriate, be sure to have the members sign five copies of the title page.

19. Make corrections to the thesis. Have the corrections checked by your advisor.

20. Hand in five copies of the thesis to the Graduate Office, one printed on 100% rag, and the five signed copies of your title page (on 100% rag) to the Graduate Office. The rest of the copies can be on 25% rag bond.

21. Come to the Hooding and Awards Ceremony and Commencement.

22. Celebrate!!!