



Master's Thesis Checklist

The items listed below must be completed with the offices noted in order to meet degree completion requirements.

To Do:		✓
Registrar	Register for the semester in which the degree will be conferred.	
	File a Degree Application for the semester in which you plan to graduate.	
	Confirm that an Approved Plan of Study is on file.	
	Attend status check. (To attend commencement in May, you must attend status check. Please visit the Commencement website for more information.)	
Office of Graduate Education	Prior to Submission (must already be on file)	Approved Plan of Study . (Courses listed on the Plan of Study must agree with courses shown on your transcript.)
		Approved Nomination of Master's Thesis Committee & Degree Designation .
	Before Formal Review (BEFORE dissertation deadline)	Record of Master's Thesis and Oral Presentation form with the <i>original signatures</i> of your Examining Committee. (Once your thesis has been reviewed and officially approved, this form is signed by the Dean of Graduate Education and sent to the Registrar's Office.)
		Graduate Student Exit Survey . The completion confirmation (Please note: The Graduate Exit Survey has been moved to an online format. Only the completion confirmation page noting your name and the date and time you completed the survey must be submitted.)
		Future Plans Survey located at the Center for Career and Professional Development website. Many employers request compensation guidelines for graduates; the information you provide can help strengthen salary offers for our students.
With Electronic Submission	Pay the \$30.00 fee as part of ProQuest's ETD Administrator submission process.	
	Submit a PDF of your thesis via ProQuest's ETD Administrator website. (Your document must have already been approved by your Committee.)	
For Final Approval	Make any requested changes as soon as possible. (All requests for changes to your submitted thesis will be communicated electronically.)	

Once your thesis has met all requirements and is approved by the Dean of Graduate Education, the Office of Graduate Education will release it to ProQuest.