

# MASTER'S THESIS CHECKLIST

## Beginning of Final Semester

- Register to graduate (contact your program office)
- Review the [Formatting Guide](#) for information on how to draft & format your thesis
- Review the [Submission Guide](#) for information on how to submit your thesis

## Scheduling Your Defense

Once your supervising professor declares you ready to defend your thesis, you must do the following:

- Contact your program office to schedule your defense and any other next steps
- Upload your thesis to the [Thesis and Dissertation Submission website](#) (PDF file) for an initial format check (**at least 1 week before the final approval deadline**)
- Upload your Unsigned Signature Page to the [Thesis and Dissertation Submission website](#) (PDF file)

## The Defense

- Print and bring your approved **Unsigned Signature Page** to your defense
- After your successful defense, **obtain signatures of all your committee members**

**NOTE:** You can only upload files when your submission status is "Needs Correction."

## Before the Final Format Check

- Incorporate all changes** from your committee and the Office of Graduate Education
- Submit your thesis to [Turnitin.com](#)** (and upload the Digital Receipt)
- Review your Turnitin report with your Supervising Professor and have them sign your [Citation Form](#)
- Submit any required permissions (see over page)**

## Final Format Check and Thesis Approval

At least 3 working days before the final deadline:

- Upload the final draft of your thesis** (PDF file) to the [Thesis and Dissertation Submission website](#)

You will be informed of any required corrections you need to make and will be notified when your thesis is approved. You can track your progress on the [Thesis and Dissertation Submission website](#).

### **DEADLINES – Spring 2019**

- **Schedule defense through your program office**
- **April 23, 2019** - Last day to upload thesis for review by the Office of Graduate Education
- **April 30, 2019 (Noon)** - Last day to receive approval of final version of thesis by the Office of Graduate Education

# MASTER'S THESIS CHECKLIST

## Required Documents

The following documents must be uploaded to the Thesis and Dissertation Submission website **before the final deadline**:

- Final approved thesis with Unsigned Signature page (PDF file)
- Signed Signature Page
- [Turnitin Digital Receipt](#)
- [Citation Form](#) signed by Supervising Professor and student
- Any permissions needed from publishers to reprint previously published material (OR document from publisher stating permission is not required)
- Signed Use of Human Subjects in Research form (IRB) (if human subjects were used)
- Signed Use of Animals in Research form (IACUC) (if animal subjects were used)

## Helpful Links

- ✓ [LaTeX and Word](#) templates for thesis formatting
- ✓ [Regalia & Hooding Ceremony Information](#)
- ✓ [Sample Pages](#)
- ✓ [Formatting Guide](#)
- ✓ [Submission Guide](#)