

EALC MA Degree Completion with Project or Final Essay

Please use this checklist to help you with the final steps for degree completion as you prepare to finish your MA program. **Below are all of the things that you will need to take care of, not necessarily in the order listed.**

- _____ Verify with your advisor and/or the graduate secretary that you have completed all coursework requirements.

- _____ Complete Essay or Project Proposal Form (available from the graduate secretary) and obtain the signatures of your committee. Be sure to attach a short description of your essay or project.

- _____ Complete the [Application for Advanced Degree](#) and return it to [Matt Boots](#) at the University Graduate School. This needs to be taken care of at the beginning of the semester in which you intend to graduate, or earlier. If you are interested in taking part in commencement ceremonies, notify the Graduate School at this time.

- _____ Set up a timeline for submitting your project or essay with your advisor. Be sure all committee members agree on the time needed to complete and evaluate your completed project or essay. A time period of four to six weeks is suggested.

- _____ Complete your project or essay, and obtain the approval of your committee.

- _____ Get your committees' signatures on the original acceptance page of your project or essay. See the Graduate School's [Guide to the Preparation of Theses and Dissertations](#) for information on signature page setup.

- _____ Give a hard copy of your completed project or essay, including original signature page to the EALC graduate secretary.

- _____ Make sure that your advisor gives the final grade for your project or essay to the graduate secretary, who will send the appropriate paperwork to the Registrar.

- _____ Verify your address with the Registrar's Office. They will mail your diploma to the permanent address that you have on file.

- _____ Celebrate!