

EALC MA Degree Completion with Thesis

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 the Thesis 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.
- _____ Carefully read the Graduate School's [Guide to the Preparation of Theses and Dissertations](#). You are responsible for making sure that all of the requirements listed there are met. Be sure to double check the requirements for contents, page layout, paper, page numbers, etc. **Your thesis will be rejected by the Graduate School if the guidelines are not followed.**
- _____ Set up a timeline for submitting your thesis with your advisor. Be sure all committee members agree on the time needed to complete and evaluate your completed thesis. A time period of four to six weeks is suggested.
- _____ Complete your thesis and obtain the approval of your committee.
- _____ Get your committee's signatures on the original acceptance page of the thesis. Make sure this is on the appropriate paper.
- _____ Send three copies of the thesis to the bindery. The original and one copy will go to the Graduate School and need to be printed on the paper specified in the [Guide to the Preparation of Theses and Dissertations](#). The third copy is for EALC and does not require special paper.
- _____ Arrange to have your thesis shipped to EALC and the Graduate School. If you like, you can ship all copies to EALC and Lara will deliver two copies to the Graduate School.
- _____ Make sure that your thesis advisor gives the final grade for your thesis 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!