

## Student Thesis Checklist

- Read “Overview of Thesis Process” Document on MALS website.
- Talk to Program Director about thesis ideas after 7-8 courses. Must have 3.0 after 7 courses to proceed to thesis. Must have 3.0 to graduate.
- Recruit thesis advisor. Must be on Graduate Faculty list.
- Write thesis proposal (guidelines on MALS website). Obtain signatures of advisor, advisor’s chair, and MALS Program Director well before beginning of semester in which you wish to begin thesis work. Do not turn in proposal without signatures.
- Once Thesis proposal is approved, begin work on thesis with advisor.
- Pay attention to emails from Graduate School and from MALS office about upcoming deadlines.
- Complete and turn in Intent to Graduate Form to Graduate School Office. Write in due date here: \_\_\_\_\_ . Form requires student, advisor, and MALS Program Director signatures, and names (not signatures) of 2 committee members in addition to advisor. Do not turn form in without signatures.
- Turn in copy of thesis title page and first chapter to Graduate School office for format check. Write in deadline here: \_\_\_\_\_ .
- Attend Electronic Dissertation & Thesis session at ZSR Library.
- Write in date that final copies of thesis are due to the Graduate School Office : \_\_\_\_\_

- Set up thesis defense time with advisor and committee members. Schedule no later than one week before deadline for final thesis copies (see date in previous checkpoint). Reserve MALS office for defense.
- At least two weeks before defense, provide copy of thesis to committee members and MALS office.
- Make copies of title page (after it has been proofed by Graduate School office). One copy must be on 100% cotton/rag paper; other copies may be on printer paper.
- Remind your advisor and committee members of the time and place of the thesis defense.
- Bring copies of title page to defense meeting.
- After defense meeting, make corrections and edits to thesis as required by committee.
- Have corrections checked by advisor and/or MALS office.
- Submit EDT.
- Make copies of thesis (one copy on 100% cotton/rag paper) and turn in to Graduate School office for binding. A second copy is requested for the MALS office. You may have as many additional personal copies bound as you wish.
- Come to the Hooding & Awards Ceremony and Commencement.
- Celebrate !