
CHECKLIST for COMPLETION of MASTER'S DEGREE WITH THESIS

Planning Your Program of Study and Forming a Thesis Committee

- ❑ File for candidacy by completing and submitting the [Program of Study](#) and the [Master's Thesis Topic and Committee Membership](#) form to the Graduate College. These forms are due no later than the first Monday in April for fall graduation, the first Monday in October for spring graduation or the first Monday in March for summer graduation.
 - You should consult your academic unit before completing these forms, since your program may set earlier deadlines.
 - If you are a graduate assistant receiving a Graduate College [tuition waiver](#), in order to remain eligible for the waiver, you will need to submit these forms after completing a certain number of hours at OU.

Beginning Thesis Research

- ❑ Once you begin enrolling in Research for Master's Thesis (5980), you must enroll in a minimum of two credit hours of 5980 each fall and spring semester until all degree requirements are completed. (Summer enrollment is also required if you are working on the thesis during the summer; see the "Enrollment Requirements for Thesis Research" section of the [Graduate College Bulletin](#)).
- ❑ Before you begin writing the thesis, review the [Thesis/Dissertation Instruction Packet](#). This packet contains important information about research-related issues and copyright and explains the Graduate College formatting requirements for master's theses. If your thesis research may involve human subjects research, vertebrate animal research, information that is protected from dissemination by applicable law or by contract, or intellectual property that may potentially be patentable, you should discuss this with your committee chair as early as possible in the research process.

Preparing to Graduate

- ❑ At the beginning of the semester you plan to graduate, [apply for graduation online](#) according to the deadlines indicated on the [Academic Calendar](#). Contact the [Graduation Office](#) for information about attending college convocation ceremonies and May Commencement.
- ❑ If there are any changes to the coursework listed on your approved *Program of Study* form, contact your academic unit promptly. Changes must be endorsed by your graduate liaison and submitted in writing to the Graduate College. Your graduation could be delayed if the Graduate College is not notified of changes to your program of study.
- ❑ Before scheduling your thesis defense, provide each member of your committee with a complete draft of your thesis (see the "Thesis Draft" section of the [Graduate College Bulletin](#)). Your committee will determine how far in advance you should provide the draft. The committee should have sufficient time to review and approve the draft before you submit the [Request for Authority for Thesis Defense](#) to the Graduate College.
 - *Optional:* Print your complete draft and schedule an [iAdvise](#) appointment with the Graduate College for a formatting check. Although this is not required, it can help you avoid formatting errors in the final document.

Defending Your Thesis

- ❑ At least five working days before your defense, submit the [Request for Authority for Thesis Defense](#) and any required attachments (if applicable) from the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC). After your request for authority is approved, the Graduate College will email the *Authority Report Form for the Thesis Defense* to you and your committee. You are not authorized to defend your thesis until you receive the *Authority Report Form*.
- ❑ No later than 72 hours after your defense, submit the completed *Authority Report Form*, including original signatures from all committee members, to the Graduate College.

After Your Defense

- ❑ If your thesis involves human subjects research, contact the [IRB](#) office to obtain documentation confirming that your involvement as a graduate student in the research project is officially terminated. You will need to submit this additional documentation to the Graduate College at the time you submit the final thesis.
- ❑ Make an appointment through the [iAdvise](#) system to submit your thesis. One (1) unbound final copy of your thesis is due to the Graduate College no later than 60 calendar days after your defense. If you plan to graduate in a particular semester, you must meet the semester submission deadline given on the [Academic Calendar](#), usually the last day of the final examination period.
 - If your major is geology or geophysics, you will submit two (2) final copies of your thesis.
 - The final thesis must be printed single-sided on white, 20- to 24-pound weight, watermarked, 100 percent cotton paper.
- ❑ Submit your thesis electronically to the [SHAREOK](#) institutional repository, according to the instructions you received in the Graduate College email authorizing your defense.
 - The electronic submission is due by the same deadline as the print submission.
 - The electronic thesis must be identical to the final printed thesis, with the exception that it should not include committee signatures.

Congratulations!