

Checklist for Master's Thesis Completion

- ☐ **Discuss completion timeline with advisor.**
 - Review [graduation deadlines](#) and determine which deadlines fit your anticipated timeline.
- ☐ **Apply for graduation.**
 - Submit a completed application for graduation form to the Registrar's Office within the first four weeks of the semester/session you plan to complete all degree requirements. This can be done through [Joe'SS](#).
 - A \$75 graduation fee will be charged to your student account after you submitted your application for graduation. If you are unable to meet deadlines and your graduation is delayed to a future semester, you will be required to reapply for graduation but will not be charged an additional fee.
- ☐ **Complete name and address check.**
 - Students can verify their name and address on [Joe'SS](#). Please inform the [Registrar's Office](#) of any discrepancies.
- ☐ **Schedule final examination (defense).**
 - **OPTIONAL:** If you want your defense publicized to the campus community, submit details of defense to Graduate Education at least ten days before the defense. Don't forget to check with your department to see if they require it to be announced within the department.
 - Distribute copy of thesis to advisory committee at least seven days prior.
- ☐ **Submit commencement brochure/ceremony information to the Registrar's Office.**
 - You will be sent a preview of the program to review. Please be sure to review and respond quickly so that there is time to make any necessary changes before the program is submitted for print.
 - If you do not plan to participate in the ceremony, notify Registrar's Office.
- ☐ **Check your final degree audit.**
 - Degree audits can be requested at any time through [Joe'SS](#). If your degree audit shows any unmet requirements, contact your department and/or graduate specialist to determine appropriate action. Additionally, the Graduate Education office will notify your department of any issues that may prevent your degree from being awarded. Make sure you check with the graduate staff/coordinator in your department to make sure you are on track to graduate.
 - It is the student's responsibility to make sure all discrepancies have been resolved before commencement.
- ☐ **Submit complete copy of your thesis for the first format check (required).**
 - Must adhere to S&T Formatting Specifications found [here](#).
 - Templates and additional resources can be found [here](#).
- ☐ **Defend and submit Form 2.**
 - Discuss appropriate thesis hold information with your advisor prior to submitting Form 2. The following are the hold options available:
 - Thesis is free for release to the public in print and electronic form.
 - Withhold thesis for one year for patent-pending issues (the thesis will be released to the public in print and electronic form one year after the date of the final defense if release is approved by advisor).
 - Withhold thesis indefinitely for Department of Defense/confidentiality/other reasons.
- ☐ **Submit final copy of thesis.**
 - The process for final submission is determined by the release information indicated on the Form 2. Once your Form 2 is received by Graduate Education and all formatting corrections have been made, you will receive instructions on final submission.
- ☐ **Celebrate at commencement!**
 - Please allow 3 – 4 weeks after the close of the semester for your transcripts to reflect the degree has been awarded.