

Master's (Thesis) Degree Completion Checklist

- ☐ **Discuss completion timeline with advisor.**
 - Review graduation deadlines (intersession or regular semester/session) and determine which set applies to your plan.
- ☐ **Apply for graduation in Joe'SS.**
 - Must be done within the first four weeks of the semester (two weeks for summer).
 - Required for your name to appear on the graduation list and for your degree to be awarded, even if you do not attend commencement.
 - A \$75 graduation fee will be charged once your application is submitted. If you miss deadlines and are removed from the graduation list, you will need to reapply for a later term, but you won't be charged a fee again.
- ☐ **Complete name and address check in Joe'SS.**
 - Notify the Registrar's Office if corrections are needed.
- ☐ **Review your degree audit for any unmet requirements.**
 - If your degree audit shows any unmet requirements, contact your department and/or graduate specialist to determine appropriate action.
 - Graduate Education will notify your department of any issues that may prevent your degree from being awarded. Some issues (time limit, incomplete grades) may not be flagged by the audit so make sure you check with the graduate staff/coordinator in your department to make sure you are on track to graduate.
 - It is your responsibility to ensure all discrepancies are resolved before commencement.
- ☐ **Update Plan of Study if necessary.**
 - If you need to update your plan of study or make changes to your committee, submit Form 1A as soon as possible.
- ☐ **Confirm commencement program/ceremony information with the Registrar's Office.**
 - Review the draft sent to you and respond quickly so changes can be made before printing.
 - Notify the Registrar's Office if you will not participate in the ceremony.
- ☐ **Submit Early Draft for the first format check.**
 - Must be a complete document from title page through vita, following S&T formatting specifications.
 - Content can still be updated, but this step helps catch formatting problems early.
- ☐ **Schedule final examination (defense).**
 - Check if your department also requires an internal announcement.
 - Provide your thesis to your advisory committee at least 7 days before the defense.
- ☐ **Submit Pre-Defense Draft for a second format check.**
 - Submit your updated draft to your assigned format checker once your final defense has been scheduled.
 - This draft must include all sections and be polished enough for your committee to review, though minor edits may still be made afterward.
- ☐ **Hold final defense.**
 - Be sure to discuss appropriate thesis hold information with your advisor prior to submitting the Form 2.
- ☐ **Submit Form 2 in the approval workflow.**
 - Must reach Graduate Education (gradforms@mst.edu) by the deadline, with all departmental approvals complete. It is your responsibility to ensure the form is with gradforms@mst.edu by the deadline.
 - Final approval will not be given until your thesis has been accepted.
- ☐ **Submit Post-Defense Draft.**
 - After making committee revisions and submitting Form 2, send your updated draft to your assigned format checker for a third review.
 - Be sure all formatting corrections have been made; unresolved issues can delay graduation.
- ☐ **Submit Final Draft.**
 - Final submission process is based on the release information indicated on Form 2.
 - Once formatting corrections are approved, Graduate Education will provide final submission instructions.
- ☐ **Celebrate at Commencement!**
 - Please allow 3 – 4 weeks after the close of the semester for your degree to be awarded.
 - Diplomas are mailed after conferral.