

# EALC MA Degree Completion with Project or Final Essay

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 director of graduate studies that you have completed all coursework requirements.
- \_\_\_\_\_ Make sure to complete any courses which have a grade of “incomplete” and have your instructor give the new letter grade to the graduate secretary.
- \_\_\_\_\_ Complete Essay or Project Proposal Form (available from the graduate secretary or online at the [EALC Grad Student Resources Page](#)) and obtain the signatures of your committee. Be sure to attach a short description of your essay or project. Returned signed form to the graduate secretary.
- \_\_\_\_\_ Apply for graduation using the electronic form in One Start. The form is accessed through One Start: [One Start → My Groups Tab → Graduate School Forms → Master’s Application for Graduation](#) or through the Graduate School website (<http://www.indiana.edu/~grdschl/completing-graduate-school.php>) 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, this form must be completed by March 1 for May graduation and October 1 for December graduation.
- \_\_\_\_\_ Set up a timeline for submitting your project or essay with your advisor. Be sure all committee members agree on the time needed to complete and evaluate your completed project or essay. A time period of four to six weeks is suggested. Keep in mind that your committee is likely to require revisions.
- \_\_\_\_\_ Complete your project or essay, and obtain the approval of your committee.
- \_\_\_\_\_ Get your committees’ signatures on the original acceptance page of your project or essay. See the Graduate School’s [Guide to the Preparation of Theses and Dissertations](#) for information on signature page setup. Give the signed original to the graduate secretary and make a copy to include in the hardcopy of your thesis that will stay on file in EALC.
- \_\_\_\_\_ Give a spiral bound hard copy of your completed project or essay, including original signature page to the EALC graduate secretary.
- \_\_\_\_\_ Make sure that your advisor gives the final grade for your project or essay to the graduate secretary, who will make sure that your final grade is sent 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.