

# EALC MA Degree Completion with Thesis

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.
- \_\_\_\_\_ Complete the Thesis Proposal Form (available from the graduate secretary) and obtain the signatures of your committee. Be sure to attach a short description of your essay or project.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ **Carefully read the Graduate School's [Guide to the Preparation of Theses and Dissertations](#).** You are responsible for making sure that all of the requirements listed there are met. Be sure to double check the requirements for contents, page layout, page numbers, etc.
- \_\_\_\_\_ Set up a timeline for submitting your thesis with your advisor. Be sure all committee members agree on the time needed to evaluate your completed thesis. A time period of four to six weeks is suggested. Keep in mind that your committee is likely to require revisions, which can add significantly to the time needed.
- \_\_\_\_\_ Complete your thesis and obtain the approval of your committee.
- \_\_\_\_\_ Get your committee's signatures on an acceptance page. (See [Guide to the Preparation of Theses and Dissertations](#) for formatting.) Give the signed original to the graduate secretary, who will deliver it to the graduate school. Make a copy to include in the hard copy of your thesis that will stay on file in EALC.
- \_\_\_\_\_ Make sure that your thesis advisor gives the final grade for your thesis to the graduate secretary, who will make sure that your final grade is sent to the Registrar.
- \_\_\_\_\_ **By the 15<sup>th</sup> of the month** you wish to graduate, post your thesis online through ProQuest according to the process in the [Guide to the Preparation of Theses and Dissertations](#). You will be advised of any necessary changes in formatting, and formatting changes must be submitted **by the 27<sup>th</sup> of the month**.
- \_\_\_\_\_ Give a spiral bound hard copy of your completed thesis, including a copy of the signed acceptance page to the EALC graduate secretary.
- \_\_\_\_\_ Verify your address with the Registrar's Office. They will mail your diploma to the permanent address that you have on file.