

Master's Thesis Checklist

Requirement	Description	Due Date		
		Spring 2020	Summer 2020	Fall 2020
Candidate Plan of Study	Initiated by student. Graduate Coordinator, Major Professor and Graduate School review.	10/1/2019	3/2/2020	5/15/2020
Enrolled	Students must be enrolled in their graduation term. If you have satisfied course requirements check with your program for course options.	1/8/2020	6/4/2020	8/7/2020
Application for Graduation	File the Application for Graduation in WebStar – no signatures required. \$150 diploma fee assessed. Applications for Graduation cannot be “rolled” over from a prior term. Deferral of graduation requires a subsequent Application for Graduation in WebStar for new term.	3/1/2020	7/1/2020	10/1/2020
Format Workshop	Offered by the Graduate School for in-person instruction about the format requirements.	3/25/2020	6/24/2020	10/21/2020
Thesis defense	All thesis manuscripts must be defended publicly and approved by a committee of at least 3 graduate faculty.	4/9/2020	7/13/2020	11/5/2020
Format Check	Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks for a format check & again as final approved versions.	4/16/2020	7/20/2020	11/12/2020
Final Version	The version of the manuscript that has been approved by your committee and meets University format requirements. Upload to ScholarWorks.	4/23/2020	7/28/2020	11/20/2020
Approval Form	The Dissertation Approval Form is due to the Graduate School office as a hard copy form. The form requires signatures of each committee member and twice by the student author.	4/23/2020	7/28/2020	11/20/2020
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by Registrar's office.	5/15/2020	n/a	12/11/2020
Degree Conferral Date	Official degree certification has been completed and diplomas are issued by Registrar's office.	5/22/2020	8/7/2020	12/18/2020