

Spring 2021 Master's Thesis Checklist

Requirement	Description	Deadlines
Candidate Plan of Study	Initiated by student. Graduate coordinator, major professor, and Graduate School review.	October 1st, 2020
Enrolled	Students must be enrolled in their graduation term. Students who have satisfied course requirements should check with their programs for course options.	January 19th, 2021
Application for Graduation	File the Application for Graduation in WebStar – no signatures required. \$150 diploma fee assessed. <i>Applications for Graduation cannot be rolled over from a prior term.</i> Deferral of graduation requires a subsequent Application for Graduation in WebStar for the new term and new fee payment.	March 1st, 2021
Format Workshop	Offered by the Graduate School for in-person instruction about the thesis formatting requirements.	March 24th, 2021
Thesis defense	All thesis manuscripts must be defended publicly and approved by a committee of at least 3 graduate faculty.	April 9th, 2021
Format Check	Manuscripts must be uploaded to the University Thesis and Dissertation Collection in ScholarWorks for a format check and then again as final approved versions.	April 16th, 2021
Final Version	The version of the manuscript that has been approved by your committee and meets University format requirements. Uploaded to ScholarWorks.	April 28th, 2021
Approval Form	The Thesis Approval Form is electronic and is available on the Graduate School website. The form must be initiated by the student at the conclusion of the defense. It then routes to the Graduate School and, subsequently, to each committee member.	April 28th, 2021
Commencement	Ceremonial graduation at Lakefront Arena. Coordinated by the Office of the Registrar.	May 14th, 2021
Degree Conferral Date	Completion of official degree certification and diplomas issued by the Office of the Registrar.	May 21st, 2021