

## Master's Degree Thesis Timeline

No later than the end of the first year of graduate study, submit an <a href="#">Outline of Graduate Work</a> to the Graduate College.
Select topic with your advisor no later than semester in which you plan to start your thesis.
Select the members of your thesis committee consistent with procedures established by the sponsoring department. All committee members must have a Graduate College faculty appointment with appropriate responsibility level.
A masters student is required to enroll in 5980, Research for Master's Thesis to begin work on the master's thesis. Initial enrollment in 5980 must be for at least two credit hours. Subsequently, a graduate student who is working on a thesis must maintain continuous enrollment each semester in a minimum of two credit hours in 5980, until the requirements for the degree are completed or candidacy for the degree is terminated. (See the Continuous Enrollment Requirement Section of the Graduate Bulletin for detailed information).
At the beginning of the semester in which you expect to graduate, file an <a href="#">Admission to Candidacy</a> form for the Master's degree in the Graduate College (consult the class schedule for specific deadlines)
Prepare your thesis reading copy. Follow <a href="#">Guidelines For The Preparation of The Master's Thesis And Doctoral Dissertation</a> when writing the thesis. Committee meetings should occur at least once every six months.
Complete an official Application for Graduation packet to apply for your diploma and transcript before the deadline for each semester (see academic calendar). This packet can be picked up from the departments, Graduate College, or Admissions and Records.
When the reading copy has received preliminary approval from the committee chair, it should be distributed to each committee member.
Schedule a committee meeting to discuss revisions to your reading copy. Pending committee approval, arrange with the members of the thesis committee the date, hour, and location of the thesis defense, and complete the <a href="#">Request for Master's Thesis Defense</a> form.
This form must be signed by all committee members and received by the Graduate College along with the approved reading copy at least 10 days prior to issuing the paperwork for the thesis defense. The reading copy must be submitted as a hard copy, PDF document on a CD Rom or DVD. The Graduate College must receive notification of approval from the committee chair in order to submit the reading and final copy in electronic format. The reading and final copy deadlines are found in the OUHSC Academic Calendar found on the Office of Admissions homepage: <a href="http://www.ouhsc.edu/admissions">http://www.ouhsc.edu/admissions</a> .
The Graduate College will prepare and submit the necessary paperwork for the thesis defense to the department.
Within 72 hours after the thesis defense, submit the Authority Report form with the results signed by all committee members to the Graduate College.
Within 60 days after passing the thesis defense, submit your thesis to the Graduate College (Deadlines to graduate in a specific semester are listed in the Graduate College Bulletin).

Graduate College Forms <http://graduate.ouhsc.edu/CurrentStudents/FormsandGuidelines.aspx>