

Master's Degree Thesis Timeline

No later than the end of the first year of graduate study, submit an Outline of Graduate Work 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 Admission to Candidacy form for the Master's degree in the Graduate College (consult the class schedule for specific deadlines)
Prepare your thesis reading copy. Follow Guidelines For The Preparation of The Master's Thesis And Doctoral Dissertation 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). The Application for Graduation (Diploma) can be accessed through Student Self-Service at www.gohsc.ouhsc.edu prior to the published deadline dates. After the deadline dates, a hard copy application must be submitted. This application packet can be picked up in the Graduate College Office, or the Office of 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 Acceptance of Reading Copy and Request for Master's Thesis Defense 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 working days prior to the thesis defense date. The reading copy and associated documents for the defense must be uploaded using the OUHSC ProQuest ETD Administrator . The reading and final copy deadlines are listed in the OUHSC Academic Calendar and are found on the Office of Admissions and Records homepage.
The Graduate College will prepare the necessary paperwork for the thesis defense. The student may pick this up and submit to the Dissertation Committee Chair.
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 using the OUHSC ProQuest ETD Administrator . (Deadlines to graduate in a specific semester are listed in the Graduate College Bulletin).