

MASTERS THESIS DEGREE FINAL SEMESTER REVIEW

At the beginning of the semester in which you expect to graduate, submit an approved **Admission to Candidacy** for the Master's degree application in the Graduate College. Consult the current semester class schedule for the deadline: <http://admissions.ouhsc.edu/AcademicCalendar.aspx>. This application, which must contain the signatures of all Master's Thesis Committee members officially identifies all coursework applied towards the MS degree and is the Committee's recommendation to admit the student to candidacy for the MS degree. Note: All Committee members must have a [Graduate Faculty](#) appointment with authority to serve in the listed capacity.

ITEMS TO REVIEW

- I. Review the program degree requirements for completion.
 - Identify any course substitutions, petitions, waivers and amendments.
 - Request a memorandum from the Graduate program Director (addressed to the Graduate College Dean) supporting course substitutions, petitions and waivers granted by the department that deviates from the Outline of Graduate Work.
 - Review outstanding coursework/hours to determine if graduation is feasible for the current semester.
 - Verify completion status of the RCR Requirement for Thesis Master's Students
All thesis masters students must successfully complete one of the following approved options:
 - Option 1:** Students successfully complete the online CITI Biomedical Responsible Conduct of Research, Basic Course and complete discussion cases on RCR as part of a seminar series or incorporated into another course.
 - Option 2:** Programs may have students enroll in one of the approved courses.
 - **BMSC 5001: Scientific Integrity**
 - **NURS 6101: Responsible Conduct of Research**
 - **BSE 5111: Scientific Integrity in Research**
- II. Review the Masters of Science Thesis Degree Timelines & Forms.
 - **Master of Science Thesis Degree Timeline/Checklist**
- III. Review of the [Letter to Expected Graduates](#) and the [OUHSC ProQuest ETD Administrator](#). List of the documents to be uploaded onto OUHSC ProQuest ETD Administrator.
 - Reading/Final Copies
 - **Acceptance of Reading Copy and Request for Thesis Defense**
 - [OUHSC Permission to Use Published Material in Dissertation/Thesis](#)
 - [Talent Release](#)
- IV. Review the ["Guidelines for the Preparation of The Master's Thesis And Doctoral Dissertation"](#). When writing the dissertation make sure you adhere to these guidelines. Suggested areas to review closely.
 - Organization of Theses and Dissertations

- Traditional Organization vs. Manuscript Submission/Publication Organization.
 - Please note: If the manuscript is to be submitted you must still name that chapter. *Manuscript to be submitted is not an acceptable chapter name.*
 - Order of Material
 - Numbering of Pages
 - All pages should be numbered. Do not use roman numerals in your page numbering.
 - Copyright page. See sample page in guidelines.
 - The copyright date is the degree conferral date for the semester.
 - Headings of Major and Subdivisions. *Three single spaced lines* below the chapter number on the page should appear the title of the chapter in capital letters, centered. Double-space succeeding lines of the title if it is longer than one line. *Three single spaced lines* below the chapter title, place the first line of text. Succeeding chapters, "CHAPTER II", etc., should follow this same format.
- V. Familiarized yourself with the **Graduation and Related Requirements Deadlines** for the expected graduation semester. This information is found at the bottom of the OUHSC Academic calendar: <http://admissions.ouhsc.edu/AcademicCalendar.aspx>.
- VI. You will receive an email from the Office of Admissions and Records at the beginning of the current semester to Apply for Graduation by the semester deadline. This is done online by logging in to your [Student Self Service portal](#) and completing the Application for Graduation Application. (*Detail Instructions will be emailed at that time.*) If the published deadline is missed you would be required to submit a hard copy application.