

MS-Thesis: Guide to the Final Semester

for degree candidates and ➡mentors

Find important deadlines on the [OUHSC Academic Calendar](#)

Starting the semester

- Enroll for at least 2 hours of 5980
- [Apply for candidacy](#) if you haven't already applied
- [Apply for graduation](#) through Admissions and Records
- Continue writing your thesis, following the [thesis guidelines](#)

Scheduling the defense

- ➡ Send your completed thesis to your mentor, then to your committee. Allow time for a careful review, feedback, and revisions.
- ➡ Meet with your committee to discuss revisions and schedule the defense. All research and major revisions must be complete before requesting the defense.

At least 10 business days before the defense, submit through [ProQuest](#):

- ➡ The [Request for Thesis Defense](#)
- The reading copy of your thesis, as approved by your committee
- Permissions for use of published information, if needed

The defense

- The Graduate College will e-mail the defense forms to you and your mentor
- ➡ Your committee will conduct the defense and sign the authority form with the results. They may recommend additional revisions to your thesis
- ➡ Your mentor should file the signed authority form and final grade form with the Graduate College within 72 hours after the defense

Within 60 calendar days after the defense

- Revise your thesis as recommended. ➡ When your committee approves the final copy, gather their signatures on the signature page
- Submit the final copy of your thesis through ProQuest. Include the signed signature page in the final PDF
- Complete the Graduate College Survey and Alumni Contact form

Graduation and beyond

- The Registrar will mail your diploma to the address listed in your graduation application
- Keep in touch with the Graduate College!

To graduate this semester, turn in the final copy **before next semester starts**