**Homer L Dodge Department of Physics and Astronomy**

**Checklist for Thesis Masters**

(Version 8: March 20, 2022)

*(If you discover any errors in this form, please report them to Dr. Mike Strauss at* [*strauss@ou.edu*](mailto:strauss@ou.edu)*).*

Information can be found in the department [Red Book](https://www.nhn.ou.edu/assets/doc-or-pdf/redbk.pdf) and using the thesis masters packet at <http://www.ou.edu/content/dam/gradcollege/docs/gc-checklist-thesis.pdf>. You are responsible to know the contents of this document so you should review all of this information.

Graduate Student Name:

Graduate Student email:

Advisor Name:

Each step of the checklist must be completed. Put all dates below in format MM/DD/YYYY.

1. Confirm that you are enrolled in the Master's Program (You can do this by looking at your unofficial transcript from [one.ou.edu](http://one.ou.edu/).) If you are not enrolled in the Master’s program, go to <http://ou.edu/gradcollege/admissions/apply/addition-or-change-program> and fill out the application to add the program. Date:   /  /

2. The semester **before you anticipate getting your Master’s degree** fill in a *Program of Study Form* for the Master's degree and the *Master’s Thesis Topic and Committee Membership Form* and send them to the graduate college (Deadline dates given in above document). The forms can be found on the Graduate College Forms and Documents web page at <https://www.ou.edu/gradcollege/forms>.

* 1. Date of forms submission:   /  /
  2. Planned semester for Masters:

3. At the beginning of the semester you are to graduate apply for graduation online. You can do this by using the link from the pdf file referenced in the first paragraph of this document above.

* 1. Date completed:   /  /

4. Set a date for the oral part of your thesis defense. The date must be **at least 2 weeks prior to the last day of final exams**. This is a Graduate College deadline that must be adhered to. Planned date of oral defense:   /  /     (Complete the next step when you do this).

5. At least four weeks prior to your anticipated defense date you need to complete the online *Request for Degree Check* form. This is a Graduate College deadline that must be adhered to for your thesis defense to be authorized. Date of degree check submitted:   /  /

6. Submit a complete reading copy of the written part of the thesis to your committee at least **four weeks** prior to the last day of final exams and **at least 10 working days before the thesis defense.** (It is recommended the committee receive the thesis four weeks before the thesis defense since the Graduate College requires you submit the *Report of Reading Copy Submission and Request for Authority to Defend* at least 10 working days prior to defense and your committee must provide provisional approval of the thesis at least 5 working days before the oral exam as described in step 7). Date written part of the thesis submitted to committee:   /  /

7. You should receive provisional approval of your thesis by at least two-thirds of the members of your committee **at least 5 working days before the oral** defense of the exam. The provisional approval must be reported to the Graduate Studies Committee Chair by the student’s advisor. Failure to meet this deadline will result in a postponement of the oral defense of your Master’s Thesis. To satisfy this requirement, the student’s advisor must sign this form below and **an electronic copy of this form must be submitted to the graduate studies committee chair** completed in its entirety up through point 5 at least one week before the oral part of the exam.

Advisor’s Signature:       Date Completed:   /  /

8. Submit the *Request for Authority to Defend* to the Graduate College at least **10 working days before your defense** and at least **3 weeks before the last day of final**. Date:   /  /

9. At least 48 hours before your thesis defense send email to the department advertising the defense. Advertising it a week before is even better to accommodate people's schedules.

10. The committee should approve the written and oral part of the Thesis and sign the *Authority Report Form*. The form must be returned to the graduate college within 72 hours after the committee meeting.

* 1. Date of actual Thesis Defense:   /  /
  2. Date the Authority to Report Form submitted to the Graduate College:
  3. Committee Members:

11. Finish all modifications to the written thesis within 60 calendar days of your thesis defense and, as described in <http://www.ou.edu/content/dam/gradcollege/docs/gc-checklist-doctoral.pdf>. However, if you plan to graduate in a given semester, you must meet the submission deadline indicated on the [University Academic Calendar](http://www.ou.edu/admissions/academic_calendar) which may be prior to your 60-calendar day deadline.

1. Once all changes and corrections have been made to the thesis, all committee members must sign the [*Approval for Thesis/Dissertation Submission to SHAREOK*](http://www.ou.edu/content/dam/gradcollege/docs/forms/gc-approval-submission-shareok.pdf) form and this form must be submitted to the graduate college at least **5 working days before the last day of final exams in order to graduate in that semester**. Date of completion:   /  /
2. Date of Submission of your thesis to SHAREOK:   /  /

12. Your committee chair must send electronic confirmation that all procedures have been completed to receive the Masters Degree to the Graduate Studies Chair within 5 business days of the SHARKEOK submission. The confirmation should include this completed form.

I certify that student

has satisfactorily the steps necessary to receive a Thesis Master’s Degree as described above and submitted his thesis to SHAREOK.

Advisor Signature:       Date:   /  /

When this form is completed, it should be sent to the chair of the Graduate Studies Committee.