
CHECKLIST for THESIS MASTER'S DEGREE

Admission to the Master's Program

- All students who intend to pursue a master's degree must apply to the program through the [Office of Graduate Admissions](#).
 - After admission, consult your academic unit for coursework advising.

Planning Your Program of Study and Forming a Thesis Committee

- File for candidacy by completing and submitting the [Program of Study](#) and the [Master's Thesis Topic and Committee Membership](#) form to the Graduate College. These forms are due no later than the first Monday in April for fall graduation, the first Monday in October for spring graduation or the first Monday in March for summer graduation.
 - You should consult your academic unit before completing these forms, since your program may set earlier deadlines.
 - If you are eligible to receive VA Educational Benefits, you will need to submit the *Program of Study* form before coursework can be certified as eligible for coverage.

Beginning Thesis Research

- Once you begin enrolling in Research for Master's Thesis (5980), you must enroll in a minimum of two credit hours of 5980 each fall and spring semester until all degree requirements are completed. (Summer enrollment is also required if you are working on the thesis during the summer; see the "Enrollment Requirements for Thesis Research" section of the [Graduate College Bulletin](#)).
- Before you begin writing the thesis, review the [Thesis/Dissertation Instruction Packet](#). This packet contains important information about research-related issues and copyright and explains the Graduate College formatting requirements for master's theses. If your thesis research may involve human subjects research, vertebrate animal research, information that is protected from dissemination by applicable law or by contract, or intellectual property that may potentially be patentable, you should discuss this with your committee chair as early as possible in the research process.

Preparing to Graduate

- At the beginning of the semester you plan to graduate, [apply for graduation online](#) according to the deadlines indicated on the [Academic Calendar](#). Contact the [Graduation Office](#) for information about attending college convocation ceremonies and May Commencement.
- No later than the end of the second week of the semester in which you plan to defend your thesis, submit the online [Request for Degree Check](#) to the Graduate College. Include any required attachments (if applicable) from the Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC). The Graduate College will notify you of the result of the degree check via OU email.
- If there are any changes to the coursework listed on your approved *Program of Study* form, contact your academic unit promptly. Changes must be endorsed by your graduate liaison and submitted in writing to the Graduate College. Your graduation could be delayed if the Graduate College is not notified of changes to your program of study.
- Before scheduling your thesis defense, provide each member of your committee with a complete draft of your thesis (see the "Thesis Draft" section of the [Graduate College Bulletin](#)). Your committee will determine how far in advance you should provide the draft. The committee should have sufficient time to review the draft and approve any major revisions required.

Before Your Defense

- ❑ At least ten working days before your defense, submit the online *Report of Reading Copy Submission and Request for Authority to Defend* and any required attachments (if applicable) from the IRB or IACUC.
 - At least five working days before your defense, your committee members must sign the online *Report of Reading Copy Submission and Request for Authority to Defend* to affirm they have received your reading copy and support your request for authority to defend.
 - After your request for authority is approved, the Graduate College will email the Authority Report Form for the Thesis Defense to you and your committee. You are not authorized to defend your thesis until you receive the Authority Report Form.

After Your Defense

- ❑ No later than 72 hours after your defense, submit the completed *Authority Report Form*, including original signatures from all committee members, to the Graduate College.
- ❑ If your thesis involves human subjects research, contact the [IRB](#) office to obtain documentation confirming that your involvement as a graduate student in the research project is officially terminated. You will need to submit this additional documentation to the Graduate College before you submit the thesis to SHAREOK.
- ❑ After your committee has approved your final thesis, submit the [Approval for Thesis/Dissertation Submission to SHAREOK](#) form to the Graduate College.
 - Your committee members must sign this form to indicate the date by which you completed all required revisions and are eligible to submit your final document to SHAREOK.
 - SHAREOK submissions completed before the Graduate College has received the *Approval for Thesis/Dissertation Submission to SHAREOK* form will be rejected.
- ❑ Submit your thesis to the [SHAREOK](#) institutional repository, according to the instructions you received in the Graduate College email authorizing your defense. It is your responsibility to make sure your thesis meets the formatting requirements outlined in the [Thesis/Dissertation Instruction Packet](#). The SHAREOK submission will be rejected if the document contains formatting errors. Your submission is due no later than 60 calendar days after your defense. If you plan to graduate in a particular semester, you must meet the semester submission deadline given on the [Academic Calendar](#).

Congratulations!