



Graduation Checklist for MA Candidates Doing a Thesis

Important: You must be a registered student during the term in which you graduate. Submit all items listed below no later than their respective deadlines. Failure to meet specified deadlines may result in postponement of your graduation.

- **Petition to Write a Thesis [2302].** Submit this form, signed by all members of your committee, *before submitting a Thesis Proposal (the next step in this list)*. This will require submitting a technical writing sample to your potential thesis committee members to convince them that you are capable of academic writing at the Master's level.
- **Thesis Proposal [2253].** Submit this form, signed by all members of your committee, *before registration for your first thesis credits*.
- Obtain a copy of the current *Dallas Int'l Guide for Preparing Theses* from your thesis Chair.
- At least three weeks before the end of the term when you will submit your final thesis copies for binding, submit a non-final copy of your thesis to the Library so they can check your bibliography and references for conformity to the style-guide standards.
- **Application for Graduation [2231].** Submit this form with the Graduation Fee of \$100 no later than the first day of Session 2 of the term in which you will graduate. The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. If you find that you will not complete your degree requirements within that year, contact the Dean of Academic Affairs.
- **Approval to Schedule Thesis Defense [2251].** Submit this form, signed by all members of your committee, *no later than 2 weeks before the proposed date of your defense*. Attach a draft copy of your thesis with this form to be forwarded to the Library for technical checks on works cited.
- **Thesis.** You must submit two unbound, *approved* copies of your thesis with the Thesis Binding Fee (\$30 per copy). The deadline is **at least six (6) working days before the end of the term in which you will graduate**. THIS DATE IS NOT FLEXIBLE. Carefully follow the guidelines in the *Dallas Int'l Guide for Preparing Theses* before submission of your approved thesis copies to the Dean of Academic Affairs.
- **Thesis Publication Permission Form [2255].** Submit this form to the Academic Dean's office when you submit your two thesis copies for the final Mechanical Check prior to binding.
- **Graduation Clearance Form [2232].** Submit this form, signed by the Librarian and the Business Manager respectively, by the *last class day*.