



MASTER'S PROGRAM CHECKLIST (THESIS)

STUDENT NAME _____ ID NO. _____

PROGRAM NAME _____

DATE COMPLETED	REQUIREMENT
1. _____	Admitted to master's degree study (Policy 1.1)
2. _____	Master's degree program plan filed one month before nine semester hours completed (Policy 1.3.1). Use separate program plan approved for each additional degree (Policy 1.3.2). Submit Permission to Take Undergraduate Course form prior to registering for each 3000- or 4000-level (not deficiency) course included in program plan (Policy 1.9).
3. _____	

SEMESTER	CREDITS	SEMESTER	CREDITS
_____	_____	_____	_____
_____	_____	_____	_____

- 5. _____ Pri] Late fee if petition is submitted past the deadline.

- 7. _____ Thesis distributed to committee for review at least two weeks prior to defense (Policy 1.6.1.2). Visit OGP for full format check.
- 8. _____ Thesis seminar (if any – department requirement, not graduate policy)
- 9. _____ Oral examination/defense announcement submitted to OGP at least two weeks prior to defense date. Unannounced defenses are illegal and must be held again (Policies 1.6.2 and 1.6.3).
- 10. _____ Go to www.ft.edu/office-of-graduate-programs/forms-and-documents/ to access and complete ETD Access form (requires advisor signature). Information at: <http://libguides.lib.ft.edu/etd>, or specific questions, contact Nancy Garmer at ngarmer@ft.edu.
- 11. _____ Thesis defense (Policy 1.6.3)
- 12. _____ Bring **printed** copy of **entire** Thesis to OGP to check compliance with requirements **prior** to uploading to ETD submission site. Make certain title on title page matches title on signature page.
- 13. _____ Submit archival copy of thesis to Evans Library for inclusion in scholarship repository (required): pdf/A file of **final** thesis with **unsigned** signature page. File name must include your name and graduation year (example: JONES-THESIS-2019). Submit pdf/A to ETD at

THESIS ACCEPTANCE BY OGP BY ANNOUNCED TURN-IN DATE IS REQUIRED FOR GRADUATION

- 15. _____ Both the overall GPA and the applicable program GPA must be 3.0 or greater for a master's degree to be awarded (Policy 1.12).