

**GRADUATE STUDENT MATRICULATION PROCESS**

**MASTER'S DEGREE STUDENTS – THESIS**

- STEP 1** Degree Plan
- STEP 2** Admission to Candidacy – Master's Students
- STEP 3** Thesis Title Approval
- STEP 4** Thesis Committee Approval
- STEP 5** Thesis Abstract Approval  
October 30<sup>th</sup> (Fall) – next year  
March 15<sup>th</sup> (Spring) – next year  
April 30<sup>th</sup> (Summer) - next year
- Must be approved by Graduate Dean
  - Must be assigned outside Committee Member
- STEP 6** Schedule Thesis Defense
- Must be scheduled two (2) weeks prior to defense
  - Must be approved by all Committee Members
  - Submit to Graduate School
- STEP 7** Oral Defense and Draft Copy of Thesis
- October 30<sup>th</sup> (Fall) – Must submit results and draft to Graduate School
  - March 30<sup>th</sup>(Spring) – Must submit results and draft to Graduate School
  - June 30<sup>th</sup> (Summer) –Must submit results and draft to Graduate School
- STEP** *Final Manuscript (2 copies) Submitted for Binding*
- November 30<sup>th</sup> (Fall)–Must submit to Graduate School
  - April 30<sup>th</sup> (Spring) – Must submit to Graduate School
  - June 30<sup>th</sup> (Summer – Must submit to Graduate School

**NOTES:** *Application for Graduation must be submitted before the deadline of the semester of expected completion of requirements. Student must be enrolled when working on and/or defending thesis. Student must be enrolled during semester of expected graduation.*

*All examinations and course requirements must be completed before starting thesis.*