



**GRADUATE STUDENT MATRICULATION PROCESS**

**MASTER'S DEGREE STUDENTS – THESIS**

- STEP 1**                    *Degree Plan*
- STEP 2**                    *Thesis Title Approval*
- STEP 3**                    *Thesis Committee Approval*
- STEP 4**                    *Thesis Abstract Approval*  
                                  *October 30<sup>th</sup> (Fall)*  
                                  *March 15<sup>th</sup> (Spring)*  
                                  *April 30<sup>th</sup> (Summer)*  
                                  *a. Must be approved by Graduate Dean*  
                                  *b. Must be assigned outside Committee Member*
- STEP 5**                    *Thesis Proposal Approval*  
                                  *November 15<sup>th</sup> (May or August)*  
                                  *May 31<sup>st</sup> (December)*  
                                  *a. Must be approved by all Committee Members*  
                                  *b. Must be approved by Graduate Dean*
- STEP 6**                    *Schedule Thesis Defense*  
                                  *a. Must be scheduled two (2) weeks prior to defense*  
                                  *b. Must be approved by all Committee Members*
- STEP 10**                    *Oral Defense and Draft Copy of Thesis*  
                                  *a. October 30<sup>th</sup> (Fall) – Must submit results to Graduate School*  
                                  *b. March 30<sup>th</sup> (Spring) – Must submit results to Graduate School*  
                                  *c. June 30<sup>th</sup> (Summer) – Must submit results to Graduate School*
- STEP 11**                    *Final Manuscript (2 copies) Submitted for Binding*  
                                  *a. November 30<sup>th</sup> (Fall) – Must submit results to Graduate School*  
                                  *b. April 30<sup>th</sup> (Spring) – Must submit results to Graduate School*  
                                  *c. June 30<sup>th</sup> (Summer) – Must submit results 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.*