

MA (Thesis option) Progress Checklist

During your first year (second semester), you should be doing the following:

1. Have a plan of study worksheet approved with the Graduate Committee by the 12th week of your second semester.
 - You need to have at least 24 credit hours of course work including one Methods class plus 6 credit hours of thesis research (COM 69800).
2. Have an electronic plan of study submitted to and approved by the Graduate School.
 - You can access the electronic plan of study form via myPurdue. To begin your plan of study (POS), click on the Plan of Study Generator (POSG) link, then click on "Create new plan of study" link. Once in the POSG, refer to the Help buttons located on each page to assist you in using the electronic POSG. You do not need to complete the entire form in one sitting; you may save your plan of study and return to it later. You may not bookmark any pages within the Graduate School link. To return to the POSG you must login to myPurdue.
 - Note: No Prospectus Defense can be scheduled until the student has an approved electronic plan of study on file with the Graduate School.

During your second year (or third semester), you should be doing the following:

3. Check the list of Graduate School graduation deadlines for the semester in which you plan to graduate.
4. With the guidance of your advisor, write a Prospectus.
 - The length and scope of your Prospectus will vary according to the expectations of different advisors, but in general it constitutes an overview of the thesis that includes: Purpose, Justification, Literature Review, Method, and Organization of Study.
 - Most students later convert their Prospectus into the first chapter of their thesis.
 - See page 14-15 of the Graduate Student Manual for more details.

- Go to the Thesis/Dissertation Office website for guidelines on thesis formatting. It will be easier if you write the thesis from the beginning using the required format.
- Once you and your advisor are satisfied with the Prospectus, distribute copies to your other committee members.
- Keep in mind that your advisor may request one or more revisions before you reach this stage. There are different models of advisor-committee-student working relationships. Some advisors involve the committee at every step; some present only completed works to the committee.
- Get a clear understanding from the outset of what you and your advisor's expectations are.
- Schedule a Prospectus defense meeting with your committee.
- Make sure your committee has adequate time to read your Prospectus (**at least two weeks**).
- You will need to complete and submit a Prospectus Defense Request at least three weeks prior to the date you wish to hold your defense. The Graduate Coordinator will then reserve a room for your defense and announce it. The Graduate Coordinator will put the department form "Prospectus Report of Advisory Committee" with which to report the results of the defense, in your chair or co-chairs mailbox.
- The form should be returned to the Graduate Coordinator.

5. Final Defense

- When it comes time to defend your thesis you will need to give your thesis to your committee **at least two weeks** before the defense date.
- You will need to complete and submit a Final Defense Request **at least three weeks** prior to the date you wish to hold your defense. The Graduate Coordinator will then reserve a room for your defense and announce your defense.
- You will need to submit the electronic Form 8 "Request for Appointment of Examining Committee" via the Graduate School database at **least three weeks** prior to the date you wish to hold your defense. This form must arrive at the Graduate School at **least two weeks** in advance of your defense date.

- Assuming there are no encumbrances and all deadlines have been met, the Graduate School will return an approval of your request.
 - Successfully defend your thesis.
 - Make sure your committee completes your electronic Form 7 “Report of the Final Examination” and “Electronic Thesis/Dissertation Acceptance Form” (The electronic thesis/dissertation acceptance form replaces the paper GS forms 9, 32, 15, and 36).
6. Make an appointment with the Thesis/Dissertation Office located in Room B-80 of Young Hall to deposit your thesis.
- You should make your deposit appointment as early as possible. Once all appointments are filled in the Thesis/Dissertation Office they will not accept any more appointments and you will have to postpone your deposit and graduation until the following semester.