

MA (Thesis) 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 12 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 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.
- 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 meet with the Graduate Coordinator **at least three weeks** prior to the date you wish to hold your defense to get a room reserved for your defense. You will be asked to confirm the project title and all committee members, from which the Graduate Coordinator will create a departmental announcement for the defense. The Graduate Coordinator will provide you with a copy of the “Prospectus Report of Advisory Committee”, which you will take with you to the exam and have signed by all committee members.
- The form should be returned to the Graduate Coordinator.

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

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 meet with the Graduate Coordinator **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 initiate 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, and after you’ve confirmed the defense location with the Graduate Coordinator. 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 8 “Request for Appointment of Examining Committee” and “Electronic Thesis/Dissertation Acceptance Form” (The electronic thesis/dissertation acceptance form replaces the paper GS forms 9, 32, 15, and 36). Please see your academics tab, under the plan of study for the appropriate forms. Additionally, you may visit the Thesis Office page on the Graduate School website for more information.
- Deposit your thesis and pay the deposit fee by the Graduate School deadline. Do note that the Thesis Office suggests you deposit 24 hours ahead of the deadline to allow adequate time for staff review of the submission and allow for any error correction prior to the deadline.