

## MASTER'S DEGREE PROGRAM: STUDENT CHECKLIST

The following checklist is based on a 2-year study plan.  
Students are advised to check deadlines and policies with their graduate advisor and the Graduate College.

WHEN?	WHAT?	Check
During two years of MA program	Complete a minimum of 32 hours, 12 hrs at 500-level	
During first semester of being TA	Take GER 407	
By end of second semester	Choose between Study Option A (Master's Thesis with Defense and Examination) and OPTION B (Comprehensive Examination – written and oral)	
During semester before graduation	Goethe Language Exam	
<b>OPTION A</b>		
By end of 2nd semester	Choose thesis advisor (committee chair) and committee members	
By beginning of 3 <sup>rd</sup> semester	Submit Reading List to thesis advisor and have it approved by DGS and advisor	
Before writing thesis	Register for Option A with DGS	
Before writing thesis	Turn in prospectus to thesis advisor	
While writing thesis	Register for at least 5 hours of thesis research (GER 598)	
By end of week 3 of graduation semester	Submit Intent to Graduate Form	
No later than Friday of week 6 of graduation semester, or 4 weeks prior to exam	Submit final draft of thesis to committee members (they have two weeks to request changes)	
No later than Friday of week 7 of graduation semester, or 3 weeks prior to exam	Obtain Committee Recommendation Form and submit to Graduate College with signatures. Grad College will send two Certificate of Approval forms to department.	
No later than Friday of week 9, or 1 week prior to exam	Hand in final version of thesis to committee members	
Friday of week 10	Very last day to have exam	
Friday of week 10	Very last day to submit two copies of thesis to the Graduate College along with Department Approval Form and two Certificates of Approval (see Thesis Manual!)	
Before end of semester	Submit Request for Change of Graduate Program if continuing into PhD program	
<b>OPTION B</b>		
End of 2 <sup>nd</sup> semester	Choose committee chair and committee members	
By beginning of 3 <sup>rd</sup> semester	Submit Reading List to thesis advisor and have it approved by DGS and advisor	
By end of week 3 of graduation semester	Submit Intent to Graduate Form	
Tuesday of Finals week	Last day for written part of 3-hour written part of Comprehensive Examination	
Friday of Finals week during graduation semester; not earlier than 3 days after written exam	Last day for 90-minute part of oral Comprehensive Examination	
Before end of semester	Submit Request for change of graduate program is continuing into PhD program	