

GRADUATE SCHOOL  
UNIVERSITY OF LOUISIANA AT MONROE

THESIS / DISSERTATION CHECKLIST		STUDENT _____	
<b>The checklist represents the latest possible timelines for on-time graduation for MA, MS, and Ph.D. students</b>			
<b>Major Professor = MP; Graduate Coordinator = GC; GAC = Graduate Advisory Committee</b>			
<b>Sem 1 = Student's first semester; 1/8W = Student's first 8-week session (on-line students); GS= Grad School:</b>			
	<b>MAJOR PROFESSOR AND GRADUATE ADVISORY COMMITTEE</b>	<b>Those Responsible</b>	<b>Timelines</b>
	Select a major professor	Student, GC	Sem 1 or 2/8W
	Submit a <i>Major Professor Recommendation &amp; Graduate Advisory Committee Request form</i> to the Graduate School	GC	Sem 1 or 2/8W
	Select a Graduate Advisory Committee	Student, MP	Sem 2 or 4/8W
	Submit a <i>Major Professor Recommendation &amp; Graduate Advisory Committee Request form</i> , complete with Committee signatures	Student, MP, GAC	Sem 2 or 4/8W
	Discuss Degree Plan with Major Professor		Sem 2 or 4/8W
	Submit signed <i>Degree Plans</i> (with GAC signatures) to the Graduate School by the end of the second semester or 12 semester hours	Student, MP, GAC	Sem 2 or 4/8W
	Submit revised <i>Degree Plans</i> if any changes to coursework	Student, MP, GAC	
	All transfer courses must be documented and approved	Student, MP	Sem 2 or 4/8W
	Submit revised <i>Major Professor Recommendation &amp; Graduate Advisory Committee Request</i> form if committee changes occur	Student, MP, GAC	
	Final proposal to be completed by 10th week of semester in which they are enrolled for thesis hours	Student, MP, GAC	
<b>COMPREHENSIVE EXAMS</b>			
	To be taken after the completion of all coursework or last	Student, MP, GAC	
	Send e-mail notification of successful comprehensive exam outcome to the Graduate School	MP	
<b>THESIS/DISSERTATION PROPOSAL DEFENSE</b>			
	Select a thesis/dissertation topic	Student, MP	Sem 2 or 4/8W
	Write a thesis proposal with the following contents:	Student	Sem 2 or 4/8W
	i) Written proposal		
	ii) Annotated bibliography		
	iii) List of primary and secondary documents		
	MP, GC sign proposal and maintain them on record at the Department. Send electronic or hardcopy to the graduate school	MP, GC	Sem 2 or 4/8W
	Oral presentation of proposal (open or closed format)	Student, MP, GAC	Sem 2 or 4/8W
<b>APPLICATION FOR GRADUATION</b>			
	Application for graduation is usually the semester prior to graduation. Please check the Graduate School calendar for deadline	Student, MP	
<b>THESIS/DISSERTATION DEFENSE</b>			
	Student provides completed thesis/dissertation to MP, in the first week of the semester of graduation	Student	~4th sem for MA or MS; 8th Sem for Ph.D.;
	Thesis/dissertation revisions to be completed by student by the 6th week of semester of graduation	Student, MP	
	Thesis/dissertation is distributed to the Entire Committee	Student	
	Thesis/dissertation resubmitted to MP for final approval	Student	
	Oral Defense of thesis/dissertation (open format)	Student	
	Send e-mail notification of defense date to the Graduate School <i>5 days ahead of the event</i>	MP	
	Send e-mail notification of successful defense to the Graduate School. <i>Check Graduate School calendar for deadlines.</i>	MP	Check GS calendar
	Submission of Thesis/dissertation to the Graduate School	Student	
<b>Thesis or dissertation advisement and/or direction requires current enrollment in thesis or dissertation hours.</b>			