

## **Master's Candidacy Checkout Procedures Thesis Option**

### **1. Applying to Graduate:**

- a) Complete the Application for Degree through Banner Self Service, by the due date listed on Graduate Education's Calendar of Deadlines.
- b) The Degree Audit form is then sent to you via your **SLU email** from the Master's Candidacy Advisor. Your Degree Audit form is used as a tool to communicate to you and your departmental advisor the remaining requirements for your degree completion.

### **2. Preparing for Oral Exams:**

- a) Complete the Degree Audit form by:
  - i. Verify your degree program listed and required courses, *as outlined by the Graduate Education Catalog*, and make any corrections necessary. Include any course substitution or waives in the appropriate section.
  - ii. List your committee members for your final oral examination (if requested).
  - iii. Sign the form.
  - iv. Obtain the signatures of your departmental advisor, chairperson, and Associate Dean or Director College/School/Center.
- b) Complete the Thesis Proposal/Prospectus Form which can be found on Graduate Education's website at [http://www.slu.edu/academics/graduate/pdfs/form\\_masters\\_thesis\\_proposal-fillable.pdf](http://www.slu.edu/academics/graduate/pdfs/form_masters_thesis_proposal-fillable.pdf).
  - i. Complete the requested information on the Thesis Proposal form.
  - ii. Sign all applicable sections of the form and obtain the signatures of your mentor, the readers, and your departmental chairperson to indicate their approval.
- c) Return the completed Degree Audit and the Thesis Proposal/Prospectus to the Master's Candidacy Advisor by the due date listed on Graduate Education's Calendar of Deadlines.
- d) If you are planning to defend your thesis during the summer months, you must have written permission of your mentor, committee members and departmental chairperson.

**3. Completing the Oral Exam and the Remaining Requirements:**

- a) The Master's Candidacy Advisor sends the Oral and Thesis Results forms to the committee chairperson for your oral exam.
- b) Your oral exam is completed no later than the deadline listed in the Calendar of Deadlines and the committee chairperson delivers the report to the candidacy advisor.
- c) The Office of Graduate Education formally notifies you of the results of the examination.
- d) Complete the Online Master's Exit Questionnaire which will be sent to you at the end of the semester by email.

**4. Thesis:**

- a) Make an appointment with the Master's Candidacy Advisor for a format review. Appointments are set for one hour.
  - i. The Format Guide for the writing of your thesis is available on Graduate Education's website.
  - ii. At time of format review, thesis should be complete, defended and already reviewed by mentor and all committee members. The deadline for submission is stated in the Calendar of Deadlines.
- b) The final thesis is submitted to ProQuest electronically after the candidacy advisor, the mentor and readers approve the thesis. (Further instructions for ProQuest submission will be given during format review appointment)
- c) All remaining requirements that had been listed on your Degree Audit form and initial email must be completed in order for your degree to be conferred by the conferral date for that semester.