

## American Studies Checklist for Graduating MAs (including MA to PhDs)

Except for in extenuating circumstances, all terminal MAs and MA to PhDs will complete their MA requirements in their fourth term of fulltime study. Some current students are grandfathered into the previous timeline and will receive their MAs concurrently with their PhD candidacy. **In either case**, here is what you need to do during the term you will complete your MA requirements in order to receive an MA.

1. \_\_\_\_ Download the current semester's **calendar of deadlines** from the Graduate Education Office webpage (under "Current Students"). Please note that wherever Grad Ed uses terms like "comprehensive oral exams" or "master's exam," that means your defense.

2. \_\_\_\_ Make sure you are aware of the **deadline for portfolio** papers to be turned in, and the dates for your defense. These deadlines are announced by e-mail by the end of the previous semester but follow roughly the same timing every term. Check the department calendar for details. *Thesis writers have a separate checklist; Students doing this with oral exams will turn in and defend their portfolio papers with their literature reviews.*

Please note that we make this schedule to avoid both known faculty conflicts and specifically do not allow defenses to run into the last 1/4 of the term. Plan accordingly.

A third reader will be assigned to you a week or so before your deadline.

3. \_\_\_\_ Once your committee chair has approved you, **complete the Application for Degree** through Banner. This deadline is January 29 in 2018 but Grad Ed controls and sometimes changes these so refer to their deadlines from step one.

4. \_\_\_\_ After you complete the Application for Degree, LaToya Cash in Grad Ed will send you a Degree Audit Form via e-mail. **Fill out and return your completed Degree Audit** by the deadline listed in Grad Ed (March 9 in 2018).

5. \_\_\_\_ Submit **four** hard copies of your portfolio paper or thesis: one to each of your committee members. **One hard copy and one pdf file** must go to the department.

If you wish to submit a revised, corrected version to the department after your defense, that is acceptable. If committee members request a pdf file instead, that's fine, but hard copies are the default.

Questions? The Master's Candidacy Advisor is LaToya Cash (latoya.cash@slu.edu) in the Graduate Education Office.