

EASTERN MICHIGAN UNIVERSITY

DEPARTMENT OF _____

Master of Arts in _____

or

Master of Science in _____

SAMPLE STUDENT CHECKLIST

Indicate date completed in the space provided:

Admissions Status

_____ Degree Admission

_____ Condition 1 – Curriculum deficiencies (list courses):

Course number	Course title
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_____	_____
_____	_____

When courses are finished, inform advisor and he/she will e-mail Admissions to change your admit status from conditional admission to full admission into the program.

_____ Condition 2 (senior status)

_____ Official transcript submitted to Office of Admissions – 401 Pierce Hall – with the baccalaureate degree posted

_____ Condition 3 (English as a Second Language – ESL)

_____ ESLN courses completed; condition removed by Admission

_____ Condition 4 – Academic deficiencies (list courses – need B or better grades in each course):

Course number	Course title
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_____	_____
_____	_____

When courses are finished, inform advisor and he/she will e-mail Admissions to change your admit status from conditional admission to full admission into the program.

_____ If admitted to the wrong program concentration, an Enrollment Change form has been sent by the student to the Office of Admissions.

Progress Toward Program Completion

_____ Program of study approved by graduate coordinator

_____ On file in the Office of Records and Registration – 303 Pierce Hall

_____ On file in the Graduate School (if a graduate assistant enrolling in undergraduate classes)

_____ Core classes completed

Course number	Course title
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_____	_____
_____	_____

_____ Emphasis/Concentration Area classes completed

	Course number	Course title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ Cognate Area (courses outside the department) classes completed

	Course number	Course title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Capstone/Culminating Activity

_____ **Comprehensive Exam – application submitted to department**

_____ Passed exam

_____ Notification of passing exam has been sent to the Office of Records and Registration by graduate coordinator

or

_____ **Thesis Option**

_____ Committee selected

_____ Written proposal submitted to committee chair

_____ Proposal approved by committee

_____ Human Subjects Review Committee Approval received

_____ Data collected and analyzed

_____ Chapter's approved by committee chair

_____ Final Draft submitted to thesis committee (at least 3-4 weeks prior to Graduate School's thesis deadline date)

_____ Oral defense scheduled – it is suggested that this date be at least one week prior to the Graduate School's thesis deadline date (Nov. 15, March 15, June 1, July 15)

_____ Thesis Approval Form signed

_____ Submit thesis to the Graduate School for final review and sign-off by the Graduate School Dean

_____ Pay binding fee at Cashier's Office – 201 Pierce (may not be needed if electronically submitted)

_____ Submit final copy to the Graduate School in pdf or on CD Rom

_____ OPTIONAL: Bound copies of thesis provided to:

_____ Each committee member

_____ Department

_____ Self/family

_____ Thesis grades sent to the Office of Records and Registration by committee chair

or

_____ **Independent Study Option**

_____ Faculty mentor or committee selected

_____ Written draft/project submitted to faculty mentor or committee chair

_____ Document/project approved by faculty mentor or committee chair

_____ Final project submitted to faculty mentor or committee (at least 2 weeks prior to oral defense – if there is a defense)

_____ Oral defense scheduled

_____ Independent Study Approval form signed (if there is one in the department)

_____ Bound copies of independent study project (if needed) provided to (CD sent Library):

_____ Each committee member

_____ Department

_____ Grade sent to the Office of Records and Registration by faculty mentor or committee chair

Graduation

_____ Application for Graduation submitted to the Cashier's Office – 201 Pierce (second week of semester in which student intends to graduate).

_____ All incomplete course work is finished and faculty member has sent grade(s) to the Office of Records and Registration

_____ If program requirements have not been completed, the Office of Records and Registration has been notified in writing to update the date of graduation to the next semester/term.

_____ Tickets for graduation (December or April) have been picked up (Convocation Center)

_____ Cap/gown purchased (Student Center Bookstore)