

## THESIS CHECKLIST

- \_\_\_\_\_ Successfully complete GMUS 875 *Introduction to Thesis Writing*.
- \_\_\_\_\_ Select thesis supervisor and obtain the supervisor's signature on the Preliminary Thesis Advising Form.
- \_\_\_\_\_ Schedule a preliminary thesis advising meeting with the Program Director.
- \_\_\_\_\_ Register for GMUS 876.
- \_\_\_\_\_ Obtain thesis topic approval by thesis supervisor.
- \_\_\_\_\_ Select thesis committee in conjunction with thesis supervisor.
- \_\_\_\_\_ Communicate directly with each committee member, asking them to serve on the examining committee.
- \_\_\_\_\_ Obtain thesis proposal approval from the thesis committee.
- \_\_\_\_\_ Obtain Institutional Review Board approval for study.
- \_\_\_\_\_ Collect data.
- \_\_\_\_\_ Write thesis in consultation with the thesis supervisor.
- \_\_\_\_\_ Obtain thesis defense approval from the thesis supervisor.
- \_\_\_\_\_ Communicate with each committee member directly to arrange and confirm the date, time, and place for the thesis defense.
- \_\_\_\_\_ Deliver the completed thesis draft to each committee member, allowing them a minimum of two complete weeks before the defense to read the thesis.
- \_\_\_\_\_ Successfully defend thesis.
- \_\_\_\_\_ Revise thesis according to committee's suggestions.
- \_\_\_\_\_ Register for GMUS 876 during the term in graduation is anticipated.
- \_\_\_\_\_ Apply for graduation with GPME program coordinator.
- \_\_\_\_\_ Obtain thesis supervisor's signature on graduation application.
- \_\_\_\_\_ Deliver four hardbound copies of the thesis to the GPME office *within thirty days following the successful thesis defense*.
- \_\_\_\_\_ Submit a copy of the thesis thesis abstract by e-mail to GPME program coordinator *within thirty days following the successful thesis defense*.
- \_\_\_\_\_ Walk across stage and commence.