

Graduate Student Thesis Completion Checklist

At the beginning of the semester BEFORE the semester you plan to graduate:

1. Inform your advisor that you plan to graduate the following semester.
2. If you sign up for 990 or 999 credits with a faculty member other than your advisor, you must meet with them before registering. You are NOT required to register for 888 (Candidate for Degree) in your last semester.
3. Pick up a copy of the Graduate School's Thesis Formatting Guidelines; format your thesis accordingly. Recent theses are available at the Library for reference.
4. Set up a meeting with the Anthropology Graduate Studies Coordinator at the beginning of the semester in which you plan to graduate to make sure that you have completed all the requirements for graduation. File for Graduation with the Graduate School and confirm that all fees have been paid.
5. Check Departmental and Graduate School dates for defense and submission deadlines and plan your work schedule accordingly.
6. Submit a preliminary draft of the complete thesis to your adviser at the end of the semester BEFORE the semester you plan to graduate. Revisions are often extensive and the thesis should not be submitted to the committee before all major content and organization issues have been resolved.
7. Once your adviser has approved your preliminary thesis draft, contact the Department Secretary to schedule a defense in SAB 281, SAB 165 or SAB 149. E-mail a list of available days/times to your thesis committee and establish a slot when all members can attend the defense. Schedule a room and send a confirmation e-mail to your committee members.
8. Submit the final draft to your committee AT LEAST four weeks before the defense date. Expect additional revisions after the defense and reserve at least a week for editorial changes before the final submission deadline.
9. Make an appointment at the Graduate School for approval of thesis formatting.
10. Prepare a 15 minute synopsis of your thesis. If this includes a PowerPoint presentation, reserve a Department projector for the day/time of the defense and arrive at least half an hour before the defense to set up your equipment.
11. Submit TWO unbound copies of the thesis on high quality rag paper to your advisor for final signatures as well as one copy on CD. Make an appointment to submit one of the signed unbound copies to the Graduate School; submit the other unbound copy and the CD to the Department Secretary.