

Master's and MFA Thesis Student Checklist

Use the checklist below for a timely submission of requirements. Forms can be found at <https://www.tamucc.edu/academics/graduate-education/forms/index.php>

☐	Degree Plan (<i>Master's and MFA</i>)	Before completing 50% of required program SCH
☐	Form A – Thesis Advisory Committee Appointment <i>Master's and MFA</i>)	Before state of data collection/creative activity
☐	Form B – Preliminary Agreement to Schedule the Thesis Defense/Final Examination (<i>Master's and MFA</i>)	Five (5) days prior to defense
☐	Form C – Thesis Defense & Written Thesis Report *Form should not be signed until student has passed the defense AND made all necessary thesis changes requested by the committee.	Master's - Two (2) weeks prior to Graduation MFA – Friday prior to graduation
☐	Form D – Thesis Committee Member Change Request (<i>Master's and MFA</i>)	As needed
☐	Form I – Graduate Degree Plan Exceptions Form (<i>Master's and MFA</i>)	As soon as needed for exception
☐	Form J – Graduate Degree Plan Revalidation Request (<i>Master's and MFA</i>)	As needed
☐	Form K – Request for a Leave of Absence (<i>Master's and MFA</i>)	As needed, prior to requested leave period
☐	Final Version of Thesis Uploaded to ProQuest www.etsadmin.com/tamucc Thesis submission deadlines can be found online at https://www.tamucc.edu/academics/graduate-education/masters-students.php Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at https://www.tamucc.edu/academics/graduate-education/dissertation-thesis.php	Master's - 2 weeks prior to graduation MFA – 5 business days prior to graduation