

Graduate Student Checklist

M.A. Candidates

Student _____

Completed	Procedure	Action Date
	Graduate English Competency Exam	Register by date in the Graduate Calendar
	Graduate Degree Plan	First semester of enrollment
	Application for Graduate Degree Candidacy. Complete only sections 1 and 3.	After completion of 12 hours of coursework
	Declaration of Intent (thesis/non-thesis)	By the end of the first semester of enrollment
	<p>Application for Graduate Area Comprehensive Exam (GACE)</p> <p>(Students registering for the GACE in English must be prepared for 60 minute exams in LING 501, ENG 501, ENG 505, and three additional English courses (for M.A.) or LING 501, LING 504 or ENG 609, ENG 503, ENG 505, EDFL515, and one other course (for M.A.T.). The selection of which the student should discuss with his or her advisor prior to the exam).</p>	During the semester in which the student plans to take the exam (specific due date designated in Graduate Calendar). Exam may not be taken unless student has completed the required courses, has completed at least 24 hours of coursework, has passed the GECE, has a GPA of 3.0 or higher, has completed appropriate forms, and is enrolled in at least one hour of graduate coursework.
	Establish a Thesis Committee	After the successful completion GACE in English but in the same semester
	Write thesis proposal under direction of Thesis Committee	After establishment of Thesis Committee
	Submit the Committee Approval Form	After the thesis committee approves the thesis proposal in final form
	Write thesis under direction of Thesis Committee	After thesis proposal has been officially approved and the Committee Approval Form has been submitted
	Schedule an oral thesis defense	Defense should be held no later than October 15 th for December graduation, March 10 th for May graduation, or June 15 th for August graduation
	Submit copies of thesis to Thesis Committee and make one copy available in the department	At least two weeks before oral thesis defense
	Announce date, time, and place of thesis defense (duty of thesis committee chairperson)	At least two weeks before oral thesis defense
	Submit Defense Committee's Report of Results	After oral thesis defense and by the date listed in the Graduate Calendar
	Begin Online Graduation Clearance	During the first month of the semester the student expects to graduate.
	Submission of Final Corrected Thesis	By date designated in "Graduate Calendar"

"Graduate Calendar" to be found at <http://www.jsums.edu/gadmappl/Dates.html>.