

### THESIS CHECKLIST

√	Task
	Complete the Research Methods course.
	With the help of your Faculty Dean or Department Chair, choose a Research Advisor and form a Thesis Committee. ( <b>Form T-1 Committee Formation</b> )
	Register for Thesis credits. (You need a total of 6 hours of Thesis credits. After you have earned 6 credits, register for Thesis Continuation every term until you graduate, even if it is for 0 credits. This confirms that you are still an MEU student and is required.)
	Write your Proposal in consultation with your Thesis Committee.
	Consult with your Faculty Dean or Department Chair and your Thesis Committee to schedule a date to defend your Proposal. ( <b>Form T-2 Proposal Defense Scheduling</b> ).
	Defend your Proposal. ( <b>Form E-1 Evaluation of Proposal Defense</b> )
	Make changes to your Proposal as recommended by your Thesis Committee.
	Submit the corrected Proposal to the Research Director to obtain approval to collect data (or a waiver if your project does not involve data collection). ( <b>Form T-3 Approval for Data Collection</b> )
	When cleared by Research Director, begin collecting data (if applicable).
	At least one semester before you plan to graduate, fill out the <b>Application for Graduation</b> form available through the Records Office.
	Write your Thesis in consultation with your Thesis Committee. Make sure all Committee members have the final version.
	Consult with your Faculty Dean or Department Chair and your Thesis Committee to schedule a date to defend your Thesis with your Committee, and submit Thesis to Research Director. ( <b>Form T-4 Thesis Defense Scheduling</b> )
	Defend your Thesis. ( <b>Form E-2 Evaluation of Thesis Defense</b> and 3-4 copies of <b>Form E-3 Thesis Defense Rubric</b> )
	Make corrections to your Thesis as recommended by your Committee.
	Submit Thesis to Research Director for a final format check.
	Collect signatures on the signature sheet for the front of the Thesis.
	Submit printed copies of Thesis for binding. ( <b>Form T-5 Thesis Completion</b> )

This checklist is for personal use. It *does not* need to be submitted to the Registrar.