

Master's Candidacy Checkout Procedures Thesis Option

1. Applying to Graduate:

- a) Complete the Application for Degree through Banner Self Service, by the due date listed on Graduate Education's Calendar of Deadlines.
- b) The Program Advisor will conduct an initial Degree Audit at the beginning of the semester via DegreeWorks. Program Advisors will need to work with the Registrar's Office to have any corrections made to your Academic Record before your degree can be conferred.
 - i) *Review your degree audit . Verify your degree program and required courses and credit hours, as outlined by the DegreeWorks audit or Academic Catalog. Your Program Advisor can make any changes/corrections necessary by reaching out to the Registrar's Office. Changes include any course substitutions or waivers, and credit hours or course level updates, etc...*
- c) The Master's Candidacy Specialist will conduct a final degree review once grades are posted to ensure all requirements are complete before conferring your degree.
 - i) *All final grades and all required credit hours must be posted to your graduate level transcript, and you must have a 3.00 GPA for degree conferral.*
 - ii) *The thesis process, including format review, ProQuest final thesis submission, and thesis acceptance confirmation via ETD Administrator must be complete.*

2. Preparing for Oral Defense and Thesis Proposal:

- a) Complete the Thesis Proposal/Prospectus Form which can be found on Graduate Education's website.
 - i. Complete the Candidate information.
 - ii. List your committee members names legibly.
 - iii. Sign the forms.
 - iv. Obtain the needed names and signatures of your program advisor, chairperson, committee members, and Associate Dean or Director College/School/Center.
 - v. Complete the Master Oral Exam Request if committee members differ from thesis committee.
3. Return the completed forms to the Master's Candidacy Advisor via email or scan into App Xtender by the due date listed on Graduate Education's Calendar of Deadlines.
4. If you are planning to defend your thesis during the summer months, you must submit written permission of your mentor, committee members and department chairperson along with your thesis proposal.

3. Completing the Oral Exam, Thesis Defense, and the Remaining Requirements:

- a) The Master's Candidacy Advisor sends the Oral and Thesis Results forms to the committee chairperson for your oral exam.
- b) Once your oral exam/thesis defense is completed, the committee chairperson emails or scans the results to the candidacy advisor no later than the deadline listed in the Calendar of Deadlines.

4. Thesis:

- a) Email your final thesis draft to the Master's Candidacy Advisor for a format review.
 - i. The Format Guide is available on Graduate Education's website.
 - ii. At the time of the format review, the thesis should be complete, defended, and content already approved by your mentor and all committee members. The deadline for submission is stated in the Calendar of Deadlines.
- b) The final thesis is submitted to ProQuest electronically after the candidacy advisor has completed the format review process. Submission details and format edits will be returned to the student via email within one week.
- c) All remaining requirements outstanding per your Degree Audit in DegreeWorks must be completed or updated by your Program Advisor in order for your degree to be conferred by the conferral date for the semester.
 - i. If you have outstanding items at the end of the semester, the Master's Candidacy Advisor will email you to communicate next steps to correct them.
- d) **If you wish to delay your degree conferral to a later date, please email the request to the Registrar's Office at graduation@slu.edu, and copy the Master's Candidacy Advisor.**