

## 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/grad-college/forms/index.php>

<input type="checkbox"/>	Degree Plan ( <i>Master's and MFA</i> )	Before completing 50% of required program SCH
<input type="checkbox"/>	<b>Form A</b> – Thesis Advisory Committee Appointment ( <i>Master's and MFA</i> )	Before state of data collection/creative activity
<input type="checkbox"/>	<b>Form B</b> – Preliminary Agreement to Schedule the Thesis Defense/Final Examination ( <i>Master's and MFA</i> )	Five (5) days prior to defense
<input type="checkbox"/>	<b>Form C</b> – 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.	<b>Master's</b> - Two (2) weeks prior to Graduation  <b>MFA</b> – Friday prior to graduation
<input type="checkbox"/>	<b>Form D</b> – Thesis Committee Member Change Request ( <i>Master's and MFA</i> )	As needed
<input type="checkbox"/>	<b>Form I</b> – Graduate Degree Plan Exceptions Form ( <i>Master's and MFA</i> )	As soon as needed for exception
<input type="checkbox"/>	<b>Form J</b> – Graduate Degree Plan Revalidation Request ( <i>Master's and MFA</i> )	As needed
<input type="checkbox"/>	<b>Form K</b> – Request for a Leave of Absence ( <i>Master's and MFA</i> )	As needed, prior to requested leave period
<input type="checkbox"/>	<b>Final Version of Thesis Uploaded to ProQuest</b> <a href="http://www.etsadmin.com/tamucc">www.etsadmin.com/tamucc</a> Thesis submission deadlines can be found online at <a href="http://gradschool.tamucc.edu/current_students/masters_students.html">http://gradschool.tamucc.edu/current_students/masters_students.html</a>  Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at <a href="http://gradcollege.tamucc.edu/current_students/doctoral_dissertation.html">http://gradcollege.tamucc.edu/current_students/doctoral_dissertation.html</a>	<b>Master's</b> - 2 weeks prior to graduation  <b>MFA</b> – 5 business days prior to graduation