

MASTER'S GRADUATION CHECKLISTS

See the PBC Handbook and webpage for more details about various processes and milestone events.

Master's Degree – Thesis Track

YEAR 1

- ☐ Complete required courses
- ☐ Submit [Thesis advisor form](#) in [GSP](#)
- ☐ Form thesis committee, with guidance of your major research advisor and fill out advisor and committee information in [GSP](#)
- ☐ Defend [thesis proposal](#) to committee and upload signed form and committee-approved proposal to [GSP](#)

YEAR 2

- ☐ Submit Application for a Degree via [GSP](#) by the [deadline](#) for the quarter you plan to graduate
- ☐ Schedule a thesis defense meeting with your committee for spring or summer. You may choose to have at least one regular committee meeting beforehand but it is not required
- ☐ Complete written thesis and submit to your committee at least 2 weeks before your defense, where you will present your thesis in a public seminar and then have an oral defense of your thesis with just your committee.
- ☐ Submit Master's Degree Completion Form in [GSP](#) by the [deadline](#) for the quarter you plan to graduate
- ☐ Submit completed Thesis Defense Decision form to [GSP](#) along with the signed committee form and pdf of the final approved thesis by the [deadline](#) for the quarter you plan to graduate
- ☐ Upload final thesis to be digitally archived in the [NU library](#) (more details of this process can be found in the PBC handbook)

MS thesis requirements overview:

Complete a minimum of 11 letter graded units, a research thesis, and maintain a 3.0 cumulative GPA. More general graduation information can be found [here](#). Further information on Master's requirements can be found [here](#).

Master's Degree – Internship Track

- ☐ Complete required courses Identify an internship from existing ones you apply for, or work with the faculty internship committee
- ☐ Submit [Host Information and Agreement Form](#) to [GSP](#) in Documents section
- ☐ Complete at least 240 internship hours
- ☐ Submit Application for a Degree via [GSP](#) by the [deadline](#) for the quarter you plan to graduate
- ☐ Submit [Internship Approval Form](#) to [GSP](#)
- ☐ Submit final internship project to PBC Director
- ☐ Submit Master's Degree Completion Form in [GSP](#) by the [deadline](#) for the quarter you plan to graduate

MS internship requirements overview:

Complete a minimum of 9 letter graded units, 240 hours of internship, internship project, and maintain a 3.0 cumulative GPA. More general graduation information can be found [here](#). Further information on Master's requirements can be found [here](#).