MASTER'S THESIS 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.

MS Committees

Students should generally hold committee meetings at the following times

- **Spring of year 1 - Research proposal meeting**
- **Spring of year 2 - Proposal Defense**

More details about the milestone items in bold can be found in the PBC Handbook