

CHECKLIST FOR M.S. IN SOCIOLOGY EN ROUTE TO THE PH.D.

Task	When?	Form to be filed?
<input type="checkbox"/> Develop concept/idea for thesis research	Starting no later than first semester	No
<input type="checkbox"/> Get faculty member's agreement to serve as chair of thesis committee	No later than third semester	No
<input type="checkbox"/> Select two additional committee members (with chair's advice)	Third semester	No
<input type="checkbox"/> Begin work on thesis research (with committee approval)	Third semester	No
<input type="checkbox"/> Complete "Change of Degree Status" form	Fourth semester	Yes; must be signed by student and DGP
<input type="checkbox"/> Enter plan of work on SIS	As soon as approval is received from Graduate School	Once the "Change of Degree Status" form is approved by the Graduate School the student may enter the M.S. plan of work information on SIS; committee members approve electronically
<input type="checkbox"/> Complete at least thirty hours of coursework in sociology including SOC701, SOC711, & SOC713 (required courses must have grades of "B" or better)	Prior to fifth semester	No
<input type="checkbox"/> Complete work on thesis	No later than beginning of fifth semester	No. Take ETD (Electronic Thesis & Dissertation) Workshop (see schedule on Graduate School webpage) either online or in person.
<input type="checkbox"/> Select date for comprehensive oral examination (with chair's approval and subject to committee members' availability); reserve room for exam	No later than beginning of fifth semester	Yes; "Request to Schedule" will come from the Graduate School once the Plan of Work has been approved
<input type="checkbox"/> Hold comprehensive oral examination (defense of master's thesis)	Prior to thesis deadline date during fifth semester (see calendar on Graduate School webpage)	Yes; "Master's Oral Examination Report" must be signed by all members of committee. Sign MS Patent Agreement form; one copy to Graduate Secretary, one to Graduate School. Give signed Diploma Request form to Graduate Secretary. Give signed thesis Title Page to Thesis Editor.
<input type="checkbox"/> Final draft of thesis submitted electronically to Graduate School	No later than thesis deadline date in fifth semester	No; thesis deadline date is usually the Friday of first full week in November if you plan to graduate in December.
<input type="checkbox"/> Student provides bound and signed copy of thesis to department	During sixth semester	No