

MA Student Checklist

This checklist is intended as a tool to assist students in making timely progress towards the degree.

| All students: | |
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| Submit Application for Graduate Student Assistantship each spring by February 1 (if desired). | |
| Select an Advisory Committee Chair. | |
| Select Advisory Committee member(s) in conjunction with Chair. | |
| Submit Request for Appointment of Graduate Committee to ESFL Chair. | |
| Select an MA track and option and create a degree plan in conjunction with Advisory Committee by 18 hours earned at TWU. | |
| Confirm that the Graduate Catalog Year or Emphasis Change form has been filed with the Graduate School. | |
| Confirm that a signed degree plan has been filed with the ESFL Chair. | |
| Enter course plan into Webadvisor and confirm that a degree audit has been archived. | |
| Thesis option: | |
| When ready to begin work on the thesis – normally in the penultimate semester – enroll in ENG 5983 with Advisory Committee Chair. | |
| Complete Responsible Conduct in Research (RCR) Training modules required by Graduate School. | |
| Complete Institutional Review Board (IRB) process, if human subjects are involved in thesis research. | |
| Draft a thesis prospectus in conjunction with Advisory Committee. | |
| Submit a complete draft of the thesis prospectus to Advisory Committee no less than ten days before oral defense. | |
| Successfully complete an oral defense of the thesis prospectus. | |
| Submit Prospectus Cover Sheet , ten page prospectus, and RCR certificates for student and advisor to the Graduate School, along with any necessary IRB documentation. | |
| After receiving prospectus approval notification, enroll in ENG 5993 with Advisory Committee Chair. NB: The prospectus must be received and approved by the Graduate School before the first week of enrollment in ENG 5993. | |
| Complete a thesis draft in conjunction with Advisory Committee. | |
| If enrolling for more than six hours of thesis credits, before the second (and any subsequent) enrollment in ENG 5993, submit the Federal Financial Aid Repeating Coursework form . | |
| In the final semester of thesis work, file a Request for Reduced Tuition in the Graduate School. | |
| Submit application for graduation (in Webadvisor) by the Graduate School deadline. | |
| Submit a full draft of the thesis to the Advisory Committee and the ESFL Chair no less than two weeks before scheduled thesis defense. | |
| If you have filed for graduation but will not submit before the published deadline, file a Graduation Rollover Application . | |
| Successfully complete a two hour-oral examination on coursework and the thesis. | |
| Submit a chapter of the thesis chosen in conjunction with the Advisory Committee Chair to the ESFL Graduation Requirement Google Form . Once this chapter is received, the Chair will sign and return the cover page and Certification of Final Exam . | |
| Submit formatted thesis, signed Certification of Final Exam , signature page , and Fee Sheet to the Graduate School by the electronic filing deadline. | |
| If submitting after the Graduate School deadline but before the first Friday of the next semester, file an Early Deadline form in the Graduate School. | |

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| Review Graduate School Reader feedback and address as necessary. | |
| Submit final copy of thesis to Graduate School with Graduate Reader Dissertation Review Rubric signed by Advisory Committee Chair. | |
| Coursework/professional paper option: | |
| Submit application for graduation (in Webadvisor) by the Graduate School deadline. | |
| (Sign up for ENG 5973 Professional Paper with Advisory Committee Chair, if applicable.) | |
| (Draft a professional paper in conjunction with the Advisory Committee, if applicable.) | |
| (Submit a full draft of the professional paper to the Advisory Committee and the ESFL Chair no less than two weeks before scheduled oral examination, if applicable.) | |
| If you have filed for graduation but will not submit before the published deadline, file a Graduation Rollover Application . | |
| Successfully complete an oral examination on coursework (and, if applicable, the professional paper). | |
| Submit a seminar paper chosen in conjunction with Advisory Committee Chair or the professional paper to the ESFL Graduation Requirement Google Form . Once this document is received, the Chair will sign and return the cover page and Certification of Final Exam . | |
| Submit signed Certification of Final Exam and Fee Sheet to the Graduate School by the electronic filing deadline. | |
| If submitting after the Graduate School deadline but before the first Friday of the next semester, file an Early Deadline form in the Graduate School. | |