At-a-glance Master's Thesis process flow chart

During research, students should **During research**, students should view the *Calendar of* **Before starting research**, research compliance forms must be submitted for those projects involving human begin sending requests for copyright Important Dates for Graduate Students from the Office of subjects, vertebrate animals, biosafety, or radiation permission letters four months or more Graduate Study and Lifelong Learning site at safety. Applications can be found on the Grants, before submitting their dissertation https://www.oakland.edu/grad/current-graduate-Contracts and Sponsored Research web site at then send a reminder request each students/masters/ for the term in which they expect to http://www.oakland.edu/research and must be finish their degree requirements. These deadlines are month until they have a response. submitted online. final and will not be extended; failure to meet them will result in removal of a student's name from the graduation list. At least six weeks prior to the last day of semester, at a Before Thesis defense, students must One semester prior to the semester of make an appointment with the time when all committee members can attend, the intended graduation, students should Thesis/Dissertation Coordinator for student's public defense of thesis (or presentation, etc.) apply for graduation. An Application for format review. For instructions must be held. Graduation can be downloaded from the regarding the materials students must Office of Graduate Study and Lifelong bring to the meeting see the *Guidelines* Learning site at for the Preparation of Thesis and https://www.oakland.edu/grad/current-After Thesis defense, students must make Dissertations at Office of Graduate graduate-students/masters/. corrections to their thesis, as mandated by their Study and Lifelong Learning site at advisory committee. When the thesis with https://www.oakland.edu/grad/currentrevisions is approved in writing, students must graduate-students/masters/. obtain an approval memo from their department's graduate coordinator. After the Thesis with revisions has been approved and an approval memo has been issued by the Graduate Coordinator, students must make an appointment After the Thesis/Dissertation Coordinator has approved the with Thesis/Dissertation Coordinator to present a clean, unbound copy for final Thesis format, students must make an appointment with the review. Format approval will be granted by Graduate Study once it is concluded Thesis/Dissertation Coordinator to submit format approved that the manuscript complies with preparation guidelines and conforms to the dissertations ready for binding, as well as required documentation. university's standards. For instructions regarding the materials students must bring For instructions regarding the materials students must bring to this to the meeting, see the Guidelines for the Preparation of Theses and Dissertations final meeting see the Guidelines for the Preparation of Theses and at https://www.oakland.edu/grad/current-graduate-students/masters/. Dissertations at https://www.oakland.edu/grad/current-graduatestudents/masters/. After the thesis has been submitted, and all graduation requirements have been completed by the deadlines, an audit will be conducted, audit approvals will be obtained from the academic units, and a final graduation list will be produced approximately eight to ten weeks after the last day of final exams for that semester or session.

Revised: 8/14/17