

Master's Program Checklist (Thesis)

Student _____ Student Number _____ Program _____

- | <u>Date Completed</u> | <u>Requirement</u> | | | | | | | | | | | | |
|-----------------------|---|-----------|---------------|-----------|---------------|-----------|---------------|-----------|---------------|-------------|---------------|-----------|---------------|
| 1. _____ | Admitted to Master's Degree Study (Policy 1.1) | | | | | | | | | | | | |
| 2. _____ | Master's Degree Program Plan filed one month before 9 semester hours completed (Policy 1.3.1) <ul style="list-style-type: none"> • Separate Program Plan approved for each additional degree (Policy 1.3.2) • Submit "Permission for Graduate Student to Take Undergraduate Course" prior to registering for each 3000- or 4000-level (not deficiency) course included in Program Plan (Policy 1.9) | | | | | | | | | | | | |
| 3. _____ | Master's Committee established & approved IN WRITING by Major Advisor, Academic Unit Head, and Office of Graduate Programs (OGP) (Policy 1.5) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 20%;">Name</td> <td style="width: 40%; border-bottom: 1px solid black;"></td> <td style="width: 20%;">Dept</td> <td style="width: 20%; border-bottom: 1px solid black;"></td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;"></td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Outside Mbr</td> <td style="border-bottom: 1px solid black;"></td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> | Name | | Dept | | | | | | Outside Mbr | | | |
| Name | | Dept | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| Outside Mbr | | | | | | | | | | | | | |
| 4. _____ | Thesis Registration (at least 3 hours every semester except the last semester per deadlines in Policy 4.10): <ul style="list-style-type: none"> • Required minimum GPA of 3.0 to initially register for Thesis (XXX 5999) • Required every semester thereafter (including summer) until Thesis is accepted by OGP (Policy 1.4.1) <table style="width: 100%; margin-top: 5px;"> <tr> <td style="width: 25%;">Sem _____</td> <td style="width: 25%;">Credits _____</td> <td style="width: 25%;">Sem _____</td> <td style="width: 25%;">Credits _____</td> </tr> <tr> <td>Sem _____</td> <td>Credits _____</td> <td>Sem _____</td> <td>Credits _____</td> </tr> <tr> <td>Sem _____</td> <td>Credits _____</td> <td>Sem _____</td> <td>Credits _____</td> </tr> </table> | Sem _____ | Credits _____ | Sem _____ | Credits _____ | Sem _____ | Credits _____ | Sem _____ | Credits _____ | Sem _____ | Credits _____ | Sem _____ | Credits _____ |
| Sem _____ | Credits _____ | Sem _____ | Credits _____ | | | | | | | | | | |
| Sem _____ | Credits _____ | Sem _____ | Credits _____ | | | | | | | | | | |
| Sem _____ | Credits _____ | Sem _____ | Credits _____ | | | | | | | | | | |
| 5. _____ | Print and bring to OGP several sample pages from each section of Thesis for initial format/layout check. <ul style="list-style-type: none"> • Sample Title Page, Signature Page, Table of Contents, pages with tables, figures, photos etc, References, Appendices | | | | | | | | | | | | |
| 6. _____ | Petition to Graduate submitted to Registrar (at least 21 weeks prior to graduation date.) Confirm submission deadline in "Academic Calendar". Late fee if petition is submitted past the deadline. <ul style="list-style-type: none"> • <u>Recommend</u> paying binding fee at the time the Petition to Graduate is submitted to the Registrar. | | | | | | | | | | | | |
| 7. _____ | Thesis distributed to Committee for review at least 2 weeks prior to defense (Policy 1.6.1.2). Visit OGP for full format check. | | | | | | | | | | | | |
| 8. _____ | Thesis Seminar (if any — department requirement, not graduate policy) | | | | | | | | | | | | |
| 9. _____ | Oral Examination/Defense Announcement submitted to OGP at least 2 weeks prior to defense date.
<u>(Unannounced defenses are illegal and must be held again!)</u> (Policies 1.6.2 and 1.6.3) | | | | | | | | | | | | |
| 10. _____ | Go to http://www.fit.edu/grad-programs/forms.php to access and complete ETD Access Form. For information about the Scholarship Repository go to http://libguides.lib.fit.edu/etd specific questions, contact David Lowe at lowed@fit.edu | | | | | | | | | | | | |
| 11. _____ | Thesis Defense (Policy 1.6.3) | | | | | | | | | | | | |
| 12. _____ | Payment of <u>Binding</u> fee (\$20 each). Check with OGP for minimum number of printed copies required by your academic unit. | | | | | | | | | | | | |
| 13. _____ | Bring <u>entire Thesis</u> to OGP to check compliance with requirements PRIOR to making copies or uploading to ETD submission site. <ul style="list-style-type: none"> • Make certain that title on Title page matches title on Signature page. | | | | | | | | | | | | |
| 14. _____ | Submit archival copy of Thesis to Evans Library for inclusion in Scholarship Repository of Florida Tech (Required): <ul style="list-style-type: none"> • Prepare pdf/A file of <i>FINAL</i> Thesis with <i>unsigned</i> Signature Page. • Submit pdf/A to ETD submission site at http://etd.lib.fit.edu/ (see item 10 above). | | | | | | | | | | | | |
| 15. _____ | Submit to Office of Graduate Programs (per announced OGP deadline): <ul style="list-style-type: none"> • Minimum required number of printed copies of Thesis in individual unsealed envelopes (Policies 1.4.2 and 4.10) • <i>Signed</i> Signature Page. • ETD Access Form (see item 10 above). | | | | | | | | | | | | |