



## Graduation Checklist for MA Candidates Doing a Thesis

**Important:** You must be a registered student during the term in which you graduate. Submit all items listed below no later than their respective deadlines. Failure to meet specified deadlines may result in postponement of your graduation.

- **Petition to Write a Thesis [2302].** Submit this form, signed by all members of your committee, *before submitting a Thesis Proposal (the next step in this list)*. This will require submitting a technical writing sample to your potential thesis committee members to convince them that you are capable of academic writing at the Master's level.
- **Thesis Proposal [2253].** Submit this form, signed by all members of your committee, *before registration for your first thesis credits*.
  - Obtain a copy of the current *DIU Guide for Preparing Theses* from the website: <https://diu.edu/academics/academic-forms/>
- **Application for Graduation [2231].** After submission, you will be billed the \$100 Graduation Fee. Email this form to [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu) no later than the last day of the 4<sup>th</sup> week of the term in which you will graduate (i.e. mid-February for the Spring term, mid-July for the Summer term, or mid-September for the Fall term). The Graduation Fee is valid for ONE YEAR ONLY and is non-refundable. If you find that you will not complete your degree requirements within that year, contact the Dean of Academic Affairs.
- **Approval to Schedule Thesis Defense [2251].** Email this form, signed by all members of your committee, to [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu) *no later than 2 weeks before the proposed date of your defense (this date is listed in the Academic calendar in the catalog – you cannot defend during the last week of any term)*. Before you submit this form, email a draft electronic copy of your thesis to the Library for technical checks on works cited.
- At least two weeks before your thesis defense, submit a non-final copy of your thesis to the Library so they can check your bibliography and references for conformity to style-guide standards.
- **Thesis.** You must submit two unbound, *approved* copies of your thesis with the Thesis Binding Fee. The deadline is **at least six (6) working days before the end of the term in which you will graduate**. THIS DATE IS NOT FLEXIBLE. Carefully follow the guidelines in the *DIU Guide for Preparing Theses* before submission of your approved thesis copies to the Academic Affairs Office.
- **Thesis Publication Permission Form [2255].** Email this form, along with a final PDF copy of your thesis, to [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu) at the same time you submit your two thesis copies for the final Mechanical Check, prior to binding.
- **Graduation Clearance Form [2232].** Email this form, signed by the Librarian and the Business Manager respectively, to [academic\\_affairs@diu.edu](mailto:academic_affairs@diu.edu), by the *last day of the term*. The Exiting Student Questionnaire will be sent to you near the end of the term.