Master’s Thesis Completion Checklist

1. Newly Admitted (before the beginning of first term)
   - Respond to offer of admission
   - Locate housing
   - Clear any medical holds
   - Obtain student ID card
   - Attend orientation

2. Getting Started (your first term on campus)
   - Register for classes
   - Check academic calendar for deadlines
   - Contact your departmental advisor
   - Identify your major professor
   - Begin selecting your advisory committee
   - Develop your Plan of Study

3. Making Progress (after your first term)
   - Register each term
   - Check academic calendar for deadlines
   - Submit your approved Plan of Study (recommended)
   - Complete required course work
   - Complete comprehensive exams

4. Nearing Completion (one term before you graduate)
   - Register
   - Check academic calendar for deadlines
   - Submit Plan of Study (required)
   - Submit Graduation Application from AU Access, My Academics, Grad Application (required)

5. Graduating (the term you plan to graduate)
   - Register (one hour minimum)
   - Check academic calendar for deadlines
   - Clear all incomplete grades
   - Clear all holds
   - Schedule final oral exam. Once completed, submit the signed Thesis Master's Final Examination Form to the Graduate School.
   - Submit Signed ETD Final Approval Form
   - Submit ETD
   - Join the Auburn University Alumni Association