

## CHECKLIST FOR SOCIOLOGY MA STUDENTS: THESIS TRACK

### Complete by the end of the first or second semester of study:

- Select a Thesis Chair
- Select a Thesis Committee
- Finalize a thesis topic

### Complete by the end of the second or third semester of study:

- Write the Master's Thesis Proposal
- Hold the Master's Thesis Approval Meeting (Departmental deadline: October 31<sup>st</sup> or April 30<sup>th</sup>)
- File the *Master's Thesis Proposal Approval Form* after the approval meeting (Department requirement)

### Complete by the end of the fourth semester of study:

- Implement and complete data collection, analysis, and all writing for the thesis
- Complete all required core courses (SOC 501, 551, 552, 553)
- Complete 6 credits of SOC 599
- Complete 18 credits of additional graduate electives

### Complete in the final semester of study:

- Verify that all transfers of credit, course substitutions, and waivers have been applied to the degree audit
- Verify that a minor has been filed and all requirements have been satisfied for the graduate minor (if applicable)
- Verify that a *Graduate Student Progress Report* was submitted each semester (Department requirement)
- File the *Application for Degree* with the registrar's office (myNMSU) within one week of starting the final semester of study (Graduate School requirement)
- Complete all components of the thesis and arrange with the thesis chair and committee for a defense
- File the *Master's Final Examination Form* at least 10 working days before the thesis defense with Graduate Student Services (verify defense deadlines by semester/academic year) (Graduate School requirement)
- Hold the Thesis Defense by the Graduate School deadline
- Complete the *Thesis Intake Form* to submit with the thesis for review (Graduate School requirement)
- Submit 3 thesis copies to the Branson Library by the deadline set through the Graduate School
- Submit 1 thesis copy to the Department of Sociology by the last day of finals (Department requirement)
- Submit 1 bound thesis copy to the Thesis Chair before leaving NMSU (Departmental requirement)
- Complete a *STAR Degree Audit* verifying all departmental and university requirements have been met
- Return all NMSU issued keys, property, and resources to the Department of Sociology