

## Master's Candidacy Checklist: Thesis Option

### APPLYING TO GRADUATE

- Apply for graduation through Banner Self-Service. ([Banner > General Links > My Student Profile](#)). Applications must be complete by the deadline listed on the Graduate Education Academic Deadlines calendar.
- Review your degree progress in DegreeWorks. Check to see if there are any errors or missing components. Work with your advisor to make any changes and corrections. Your advisor will need to work with the Registrar if any changes are needed).
- The Master's Candidacy Specialist will work with your advisor to conduct a final review of your DegreeWorks audit once final grades are posted; and all special projects of capstones are completed.

### THESIS PROPOSAL AND DEFENSE

- If you are required to write a thesis, complete the Thesis Proposal form (available on Graduate Education's website: [Academics > Graduate Education > Information for Current Students > Forms & Petitions](#)). This form must be sent no later than two-weeks before your scheduled defense.
- The Master's Candidacy Specialist will generate a Written Thesis Ballot and an Oral Defense ballot after receiving the proposal form. These ballots will be sent directly to the thesis chair.
- If you are planning to defend your thesis during the summer, there must be written permission from your thesis chair, committee members and the department/program chairperson attached to your thesis proposal.*

### FINALIZING DEFENSES AND REMAINING REQUIREMENTS

- Coordinate with your thesis advisor and committee to schedule your defense date.
- All completed thesis and oral defense ballots must be completed and sent to the Master's Candidacy Specialist directly by your chairperson. No ballots will be accepted if sent by the student.

- All outstanding degree audit requirements must be completed before degree conferral. The Master's Candidacy Specialist will communicate with you and your chairperson about corrections and next steps.
- If you are unable to complete all of your degree requirements before the conferral deadline, please work with your advisor, the Registrar ([graduation@slu.edu](mailto:graduation@slu.edu)), and copy the Master's Candidacy Specialist: [masterscandidacyspecialist@slu.edu](mailto:masterscandidacyspecialist@slu.edu)

## FORMATTING & SUBMITTING YOUR THESIS

- Scheduling an in-person thesis format review is no longer required. All communication is conducted electronically via email and *Proquest*. The Master's Candidacy Specialist is still available to meet via Zoom or Teams if needed. Please email [masterscandidacyspecialist@slu.edu](mailto:masterscandidacyspecialist@slu.edu) to schedule a time to meet.
- Prior to submitting your thesis for a final review, please download and use **SLU's Thesis and Dissertation** guide to format your document.