

THE UNIVERSITY OF GEORGIA
POLITICAL SCIENCE & INTERNATIONAL AFFAIRS

Checklist: Master's Thesis

The Semester Before Your Defense

1. Choose your major professor. You'll need to have chosen a major professor before you can be cleared to register for POLS 7300 (Master's Thesis) for the next semester. When you have been cleared by the Graduate Advisor, be sure to register for at least 3 credits of POLS 7300.
2. Choose your thesis advisory committee. Visit the Graduate School website and fill out an [Advisory Committee for Master of Arts](#) form. Bring it to the Graduate Advisor's Office for final approval and the Graduate Coordinator's signature. The Graduate Advisor will submit this form to the Graduate School.
3. Fill out a [Worksheet for MA Program of Study](#).
4. Schedule an appointment with the Graduate Advisor. During this meeting you will: 1) review your program of study worksheet and 2) complete your [Program of Study for Master of Arts](#). *Ideally, you will turn in both your Advisory Committee Form and your Program of Study at this appointment.*
5. Start researching and writing your thesis! Next semester, you will be required to allow your major professor two weeks to work with you on a complete draft, your committee two weeks to read the final thesis, and the Graduate Advisor will need a window of time in which to schedule the defense before the Graduate School deadline, which means *you will not have the entire semester to finish your thesis*. To avoid a last-minute rush, start writing now.

The Semester in Which You Defend Your Thesis

1. [Apply for graduation](#) on Athena. The deadline to do so comes shortly after the beginning of the semester. You can find this semester's Graduate School deadlines [here](#).
2. Follow departmental deadlines for distributing and defending your thesis. The Graduate Advisor will have sent these dates out shortly after the midpoint of the previous semester.
3. Submit an electronic copy of your thesis to the Graduate School for a format check. For format check information and submission guidelines see [this page](#). To find this semester's submission deadline, please see the [Graduate School deadlines](#).

4. When your major professor has approved your thesis for distribution to the committee, bring three hard copies directly to the Graduate Advisor's Office. The Graduate Advisor will attach cover sheets to the document. You will then be able to officially distribute your thesis. If you would prefer a different method of distribution, please speak to the Graduate Advisor beforehand. PDF copies of your thesis are acceptable if one or more committee members specifically request them. The Graduate Advisor will schedule a thesis defense no less than two weeks after the official distribution date.

5. At the defense, you may be asked by your committee to make changes to your thesis before final approval. You will need to make these changes and submit them to your major professor, who will need to sign off on them before the Graduate School deadline. You will also need to [submit a final electronic copy of your thesis](#) to the Graduate School by this date. Again, see the [Graduate School deadlines](#) for your specific semester.