

## Master's Candidacy Checkout Procedures: 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 calendar of Graduate Education.
- Your Program/Academic Advisor will conduct a Degree Audit (via DegreeWorks). Advisors should work with the Registrar to make any changes or corrections (this includes course changes, waivers, etc.).
- The Master's Candidacy Specialist will work with your advisor to conduct a final review of your DegreeWorks audit once final grades, and any final theses and exams are posted before conferring your degree.

### PREPARING FOR ORAL DEFENSE & THESIS PROPOSAL

- Complete the Thesis Proposal form on Graduate Education's website (**Academics > Graduate Education > Information for Current Students > Forms and Petitions**). This form should be sent no later than two-weeks before your exam. ***\*\*Complete and send the Oral Exam Request form if there are different committee members***
- Obtain all necessary names and signatures and send to the Master's Candidacy Specialist.
- For summer thesis defenses, there must be written permission from your thesis chair, committee members and the department 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 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.**
- Any and all outstanding degree audit requirements must be completed before degree conferral. The Master's Candidacy Specialist will communicate with your chairperson about corrections and next steps.

If you wish to delay your degree conferral to a later date, please work with your advisor, contact the Registrar's Office at [graduation@slu.edu](mailto:graduation@slu.edu), and copy the Master's Candidacy Specialist: [masterscandidacyspecialist@slu.edu](mailto:masterscandidacyspecialist@slu.edu).

## FORMATTING AND SUBMITTING YOUR THESIS

Students are no longer required to send their thesis to the Master's Candidacy Advisor for review. All communication is conducted via email and/or the [Proquest](#) website.

Just a reminder that the deadline for thesis submission is available on the Graduate Calendar of Deadlines.

Any and all remaining degree requirements must be completed or updated by your advisor in order for your degree to be finalized before the conferral date for the semester.

- Use SLU's [Thesis and Dissertation Guide](#) to format your thesis prior to uploading to Proquest. If you have questions or need additional assistance, please contact the Master's Candidacy Specialist.