

STUDENT NAME _____ ID NO. _____
Last First

PROGRAM NAME _____

- | DATE COMPLETED | REQUIREMENT | | | | | | | | | | | | |
|----------------|--|----------|------------|----------|------------|-------|-------|-------|-------|-------|-------|-------|-------|
| 1. _____ | <input type="checkbox"/> Admitted to master's degree study (Policy 1.1) | | | | | | | | | | | | |
| 2. _____ | <input type="checkbox"/> Master's degree program plan filed one month before nine semester hours completed (Policy 1.3.1). Use separate program plan approved for each additional degree (Policy 1.3.2). Submit Permission to Take Undergraduate Course form prior to registering for each 3000- or 4000-level (not deficiency) course included in program plan (Policy 1.9). | | | | | | | | | | | | |
| 3. _____ | <input type="checkbox"/> Master's committee established and approved in writing by major advisor, academic unit head, and Office of Graduate Programs (OGP) (Policy 1.5): | | | | | | | | | | | | |
| | <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">NAME</th> <th style="width: 25%;">DEPARTMENT</th> <th style="width: 25%;">NAME</th> <th style="width: 25%;">DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | NAME | DEPARTMENT | NAME | DEPARTMENT | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| NAME | DEPARTMENT | NAME | DEPARTMENT | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | |
| 4. _____ | <input type="checkbox"/> Thesis registration (at least 3 hours every semester except the last semester per deadlines in Policy 4.10). Required minimum GPA of 3.0 to initially register for XXX 5999 Thesis. Required every semester thereafter (including summer) until thesis is accepted by OGP (Policy 1.4.1): | | | | | | | | | | | | |
| | <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">SEMESTER</th> <th style="width: 25%;">CREDITS</th> <th style="width: 25%;">SEMESTER</th> <th style="width: 25%;">CREDITS</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | SEMESTER | CREDITS | SEMESTER | CREDITS | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
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| _____ | _____ | _____ | _____ | | | | | | | | | | |
| _____ | _____ | _____ | _____ | | | | | | | | | | |
| 5. _____ | <input type="checkbox"/> Print and bring several sample pages from each section of thesis to OGP for initial format/layout check (sample title page; signature page; table of contents; pages with tables, figures, photos; references; appendices). | | | | | | | | | | | | |
| 6. _____ | <input type="checkbox"/> Petition to Graduate submitted to Registrar at least 21 weeks prior to graduation date. Confirm submission deadline in Academic Calendar. Late fee if petition is submitted past the deadline. | | | | | | | | | | | | |
| 7. _____ | <input type="checkbox"/> Thesis distributed to committee for review at least two weeks prior to defense (Policy 1.6.1.2). Visit OGP for full format check. | | | | | | | | | | | | |
| 8. _____ | <input type="checkbox"/> Thesis seminar (if any – department requirement, not graduate policy) | | | | | | | | | | | | |
| 9. _____ | <input type="checkbox"/> Oral examination/defense announcement submitted to OGP at least two weeks prior to defense date. Unannounced defenses are illegal and must be held again (Policies 1.6.2 and 1.6.3). | | | | | | | | | | | | |
| 10. _____ | <input type="checkbox"/> Go to www.fit.edu/office-of-graduate-programs/forms-and-documents/ to access and complete ETD Access form (requires advisor signature). Information at: http://libguides.lib.fit.edu/etd , or specific questions, contact Nancy Garmer at ngarmer@fit.edu . | | | | | | | | | | | | |
| 11. _____ | <input type="checkbox"/> Thesis defense (Policy 1.6.3) | | | | | | | | | | | | |
| 12. _____ | <input type="checkbox"/> Bring printed copy of entire Thesis to OGP to check compliance with requirements prior to uploading to ETD submission site. Make certain title on title page matches title on signature page. | | | | | | | | | | | | |
| 13. _____ | <input type="checkbox"/> Submit archival copy of thesis to Evans Library for inclusion in scholarship repository (required): pdf/A file of final thesis with unsigned signature page. File name must include your name and graduation year (example: JONES-THESIS-2019). Submit pdf/A to ETD at http://etd.lib.fit.edu (see item 10 above). | | | | | | | | | | | | |
| 14. _____ | <input type="checkbox"/> Submit to OGP per announced deadline (Policies 1.4.2 and 4.10): Signed signature page; completed ETD Access form (see item 10 above). | | | | | | | | | | | | |
| | THESIS ACCEPTANCE BY OGP BY ANNOUNCED TURN-IN DATE IS REQUIRED FOR GRADUATION | | | | | | | | | | | | |
| 15. _____ | <input type="checkbox"/> Both the overall GPA and the applicable program GPA must be 3.0 or greater for a master's degree to be awarded (Policy 1.12). | | | | | | | | | | | | |