

The M.A. Thesis and Degree:

A Summary of Requirements and Procedures Related to the CWRU Office of Graduate Studies (Version 3, Summer 2016; updated by Norah Feeny)

This document is not all-inclusive. It covers typical information that most students will need to navigate the Office of Graduate Studies requirements and deadlines related to their M.A. degrees at CWRU. The material here is based on the Graduate Studies handbook and website. The handbook is available online, and all students should be familiar with it. Follow URL from Graduate Studies website: <http://gradstudies.case.edu/>. See Graduate Studies Handbook for unusual situations (e.g., leaves of absence, long time to finish Master's, missed deadlines).

If you have questions, check the Clinical Program Handbook, Graduate Studies Handbook, and Graduate Studies website first. If you can't find the answer, contact Brandon Bowman, Manager, Graduate Academic Affairs, brandon.bowman@case.edu, 368-4400. **Please try to get questions answered yourself before asking the administrative assistants, secretaries, or DCT.**

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- Get familiar with website: <http://gradstudies.case.edu/current/graduation/masters.html>.
 - Download the **Master's Plan A Graduation Packet**, which contains a checklist and forms.
 - E-mail or call Brandon Bowman to generate a "Planned Program of Studies" for you for your Master's. This is an electronic form where you list all of your planned courses. You'll need a different one for the Ph.D. Your advisor will need to sign off on this form electronically on SIS.
 - You'll usually register for 6 credits of PSCL 651 in Year 2 (3 in fall and 3 in spring).
 - **** You must apply to graduate with your Master's by the Graduate Studies deadline, which is about 2 months before you need to submit the thesis. **** (e.g., 1st week of Feb. for May graduation; 1st week of June for summer; 1st week of Oct. for fall). **See calendar for deadlines:** <http://gradstudies.case.edu/current/calendars/calendar.html>. The form is done through SIS.
 - Graduate Studies doesn't have a form for the prospectus meeting, but the department does.
 - To approve your thesis, **your committee needs to sign off on 2 copies of "Final Certification for the Master's Degree: Plan A."** (Form is in Master's Plan A Graduation Packet.) Bring 2 copies of this form, plus the departmental form, to your defense.
 - **You must submit your thesis and all paperwork by the posted date (see calendar). ** In spring, the deadline is very early—e.g., first week of April for May graduation. **** In fall the deadline is closer to the end of classes (e.g., first week of Dec. for January graduation).

- All revisions must be done and approved by your committee before you submit your Master's. Your advisor, then the Chair, sign the form. **Allow several weeks to revise, format, and submit.**
- Graduate Studies has a very specific format for the thesis, and you'll need to upload the document into their system. <http://gradstudies.case.edu/current/etd/guidelines.html>
- There is also an **Electronic Data Transfer approval sheet** for you and your advisor to sign. (See Master's Plan A Graduation Packet.)
- Ideally you will be able to defend during spring semester of your 2nd year. Note that the **deadlines for spring "graduation" are extremely early**, about a month before the semester actually ends. See the Graduate Studies calendar for details.
- You can defend in the summer without registering for any credits, as long as you already have your six 651 credits completed.