

MS (PLAN A w/ THESIS) DEFENSE/DEGREE CHECKLIST

1. Graduate School Requirement Information: The Graduate School website provides detailed information on the Graduate School [requirements for the Master's degree](#) including required forms and Thesis [information](#), [specifications](#), [sample pages](#), and [FAQs](#). It is recommended that you review these webpages as well as the steps below, which combine the Graduate School and Psychological Sciences Department requirements and procedures for the Master's degree.

2. MS Plan of Study: An [MS Plan of Study form](#) should be submitted to the Graduate School in the beginning of the semester in which you plan to complete the master's. Any questions about completing the forms can be directed to the Graduate Program Coordinator (psychgrad@uconn.edu or 486-3515). The form can be submitted Grad Program Coordinator who will keep a copy for your departmental file and then send the original to the Graduate School, or you can submit the original to the Graduate School and file a copy with Grad Program Coordinator. [**Note on master's coursework:** Typically, it is recommended that you only list the minimum coursework on the MS Plan and save remaining courses for your PhD Plan; the MS (w/ thesis) Plan requires 9 credits of Master's Thesis Research (GRAD 5950 or 5960), plus 15 credits of coursework (this can include Research in Psychology (PSYC 5800)).

If you submitted your MS Plan of Study previously, you should confirm that all courses listed have been taken (and grades have been submitted). If all courses listed have not been completed and you do not plan to complete the courses before having your degree awarded, you will need to file a [Request for Changes in Plan for Graduate Study form](#).

3. Apply for Degree: Apply for your MS degree to be awarded by following the instructions on the Graduate School website [here](#). This should be done early in the semester you plan to complete all requirements for the degree. (Note: the Student Admin system will not allow you to apply for graduation for a particular semester until the previous semester has ended.)

4. Room Reservation for Defense: You can reserve a room on the 1st floor of Bousfield through the department [room reservation system](#). (Your Psyweb ID is your email address; if you do not have a password, use the "forgot your password?" link to obtain one; if you have problems reserving the room yourself you can send an email to psychology@uconn.edu for assistance.)

5. Departmental Email Notice (1-2 weeks prior to defense): It is recommended that an email notice be sent out to the department. Please send the Graduate Program Coordinator (psychgrad@uconn.edu) the following information for the email notice: time, date, location, and title of the defense. Please also indicate the names of your MS committee members and indicate whether they are an associate or major advisor.

6. Copy of your Thesis for the Psychological Sciences Dept (1-2 weeks prior to defense): A **working** copy of your thesis should be made available in the dept in case anyone would like to review it prior to your defense. You can submit the working copy via email to psychgrad@uconn.edu (preferred) or submit a hard copy to Grad Program Coordinator in BOUS 101C (or leave in Coordinator's mailbox).

7. Report On The Final Examination for The Master's Degree form: This is the form to report whether you have passed the oral exam (defense). The Graduate Program Coordinator will complete the name/date/location/attendees info on the form and email it to you a few days before the defense (once you have provided the info requested in #5 above). After the defense your committee should sign TWO copies. One original should be returned to Debbie and one original must be submitted to the Graduate School along with the [Thesis Submission Checklist](#).

8. Thesis and Approval Page: You will need to create an Approval Page for the thesis which must be signed by your committee (original signatures required). Some committees wish to sign this form at the defense so you might want to have this form printed to bring to your defense. [Specifications and requirements for the thesis document](#) as well as sample [Approval and Title pages](#) can be found on the Graduate School webpage.

9. Submitting your Thesis and Other Documents: The Graduate School requires one copy of your thesis be submitted electronically to the [Master's Theses Collection](#) in Digital Commons. Please refer to the [thesis information webpage](#) and the [Thesis Submission Checklist](#) for information on the document submission process for the Master's degree award.