

MA Student Advising Checklist¹

1st Year:

Pre-enrollment

Read through the Graduate School Handbook and the EPL MA Handbook. Acquaint yourself with the requirements for the MA degree including the Multicultural and Foundations requirements and list of approved courses. The Graduate School Handbook is available at <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf>. Links for the School documents are available online at <http://ehe.osu.edu/epl/students/current-stdnts.cfm>.

Attend the New Student Orientation in September before classes begin.

Autumn

Set up a meeting with your assigned advisor to review your program and your degree requirements. You should also review your intended registration for Winter Quarter classes.

Winter

Quarterly meeting with your advisor to review your progress and review registering for Spring Quarter. Discuss with your advisor the degree completion options including thesis or non-thesis options. Non-thesis options include a comprehensive examination, an action research project and for Higher Education students, a case study examination.

- ◆ If you plan to pursue a thesis track, you should also begin discussing your intended topic and develop a plan of action for executing your study. You should also plan on attending an IRB workshop so you will understand the research approval process

Consider your summer plans: Will you take the quarter off to work or to continue to take coursework? Check with your advisor about the availability of summer course offerings and the availability of summer funding.

Spring

Quarterly meeting with your advisor to review your progress and to confirm your coursework plan for the following year and particularly Autumn Quarter.

Confirm that you have fulfilled or will be able to fulfill the School's residency requirements prior to your intended graduation.

Summer

If you are writing a thesis, the proposal for your study should be approved by this time by your thesis committee. Make sure the submission of your IRB paperwork is on track.

2nd Year:

Autumn Quarterly meeting with your advisor. During this meeting, you should discuss the following items:

- ◆ Confirm that the courses on your program sheet that you have yet to take are still being offered that year and plan any necessary substitutions
- ◆ Begin to discuss the format in which you will fulfill your final degree requirements, if you have chosen to pursue a non-thesis track An explanation of non-thesis examination formats is available in the EPL MA Handbook in Appendix A <http://ehe.osu.edu/epl/students/downloads/epl-ma-handbook.pdf>. All examination formats require a second reader. You should ask your advisor for suggestions of another faculty member to serve as your second reader.

If you are writing a thesis, review your completion plan with your advisor and make any necessary amendments. Be sure you are using the *Guidelines for Preparing Theses, Dissertations, & DMA Documents*, (<http://www.gradsch.ohio-state.edu/Depo/PDF/Guidelines.pdf>). Sample pages are also available for viewing at <http://www.gradsch.ohio-state.edu/Depo/PDF/GuidelinesSamplePages.pdf>.

Winter Schedule a quarterly meeting with your advisor. During this meeting, you should review the necessary forms for graduation: **Application to Graduate – Master’s Degree**, which can be found online at <http://www.gradsch.ohio-state.edu/Depo/PDF/Master%27sGraduate.pdf>; **M.A. Exam Alternative Format**, available online at <http://www.gradsch.ohio-state.edu/Depo/PDF/Master%27sGraduate.pdf> (if necessary). Watch for an email from the Office of Student Services so you’ll know the deadline date for submitting your graduation paperwork.

Spring If you are taking the Master’s Examination, you should verify the date, time, and location of the exam. All examination formats require the **Master’s Examination Report** form.

If you are writing a thesis, be sure your advisor has received the **Thesis Approval** form by email. Be sure that you submit your final document by the deadlines listed in the Graduate School Handbook. Electronic submission of your thesis is an option available through the Graduate School. Information about the Electronic Submission process is included available at <http://www.gradsch.ohio-state.edu/Content.aspx?Content=27&itemid=1>.

The calendar of graduate deadlines is available at http://www.gradsch.ohio-state.edu/Depo/PDF/Calendar/Grad_deadlines.pdf.

Review the **Master's Degree Checklist**, available on the School of Educational Policy and Leadership's website at <http://ehe.osu.edu/epl/students/downloads/epl-ma-checklist.pdf> and the checklist available on the Graduate School website at <http://www.gradsch.ohio-state.edu/Depo/PDF/Master'sChecklist.pdf>.

¹ This plan is only intended to be used as a guide. Your personal plans and goals, as well as the credit hours required for the degree in your section may require you to adjust this plan to fit your timeline.