



## Graduate College Thesis Office

217-333-6278 (phone) • 217-333-8019 (fax)

[thesis@illinois.edu](mailto:thesis@illinois.edu) • [www.grad.illinois.edu/thesis](http://www.grad.illinois.edu/thesis)

204 Coble Hall • 801 S. Wright St., Champaign, IL 61820

### THESIS CHECKLIST FOR MASTER'S STUDENTS

#### Step 1: Development

- Format your thesis according to departmental and Graduate College requirements.

Recent changes to thesis requirements include:

- Previous degrees removed from title page.
- Abstract required in all theses and dissertations, and should begin on page ii.

A link to the full list of thesis requirements may be found at the bottom of this page.

#### Step 2: Departmental Approval

- File your title page (see reverse) with the Graduate College Thesis Office via [thesis@illinois.edu](mailto:thesis@illinois.edu).
- Register for 599 Thesis Research at least once.
- Apply for graduation through UI Integrate Self-Service
- Obtain signed Certificate of Committee Approval.  
*Required number of signatures = your adviser + department head.*
- Arrange for departmental format review, and finish all revisions prior to beginning Step 3.

#### Step 3: Deposit

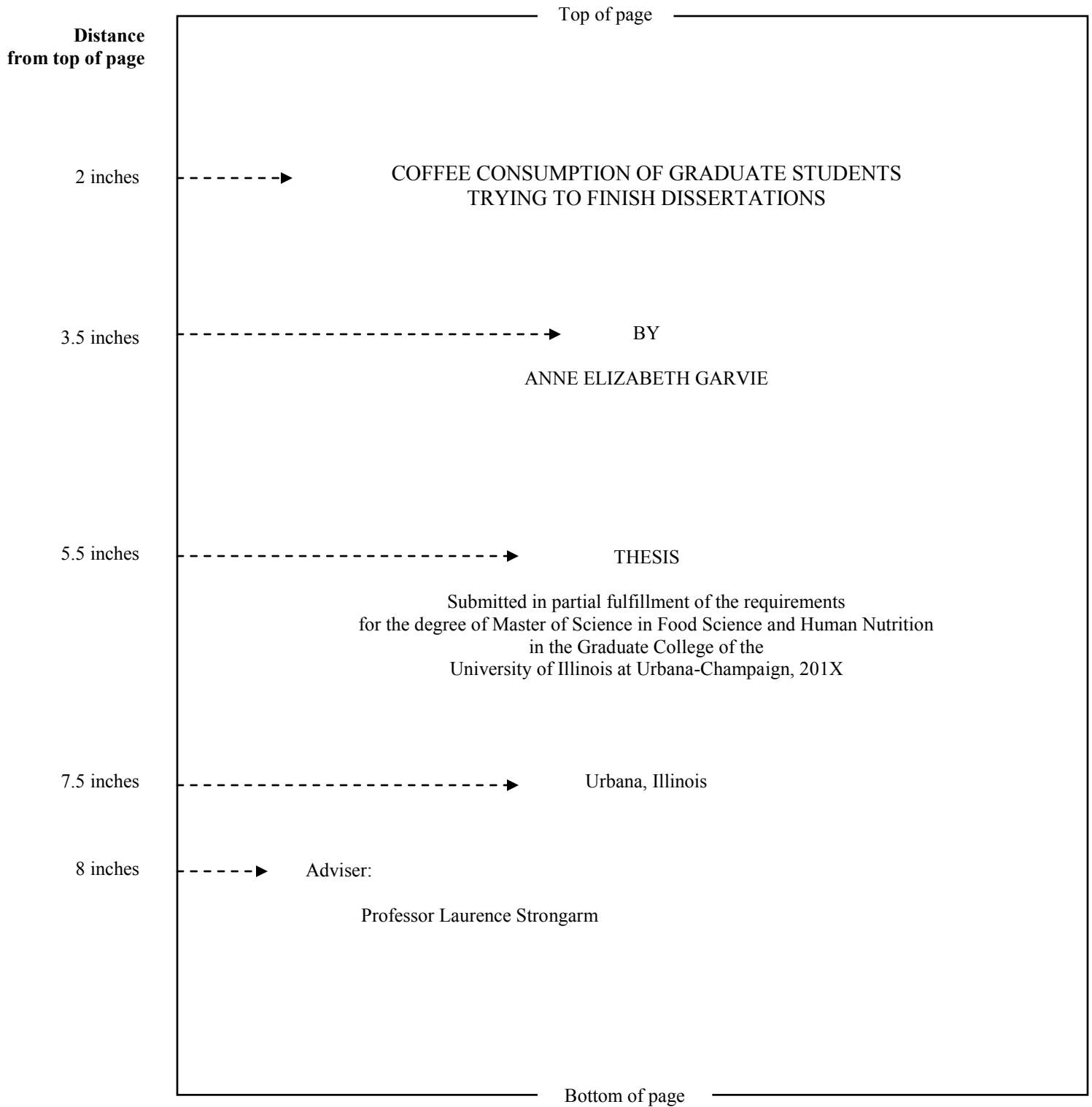
- Prepare your electronic thesis or dissertation (ETD) for the Graduate College pre-deposit review:
  - Convert your thesis file(s) to a single PDF file
  - Name the PDF file: **Lastname\_Firstname.pdf** (use first and last names from title page; do not include middle names/initials in filename)
  - Do not embed audio/video files in or apply security settings to PDF file
- Visit [www.grad.illinois.edu/submit-etd](http://www.grad.illinois.edu/submit-etd) to create a submission profile and submit your ETD.
- Complete all thesis corrections (if any; Thesis Office will notify you of required changes via email).
- Send (or bring) the following materials to the Thesis Office (deposit not complete until all items are received):
  - One original, signed Certificate of Committee Approval (CCA) (bring or send to 204 Coble Hall)
  - (If applicable) One copy of each permission letter to reprint copyrighted material (accepted by fax or email)
- The deposit fee (\$15 as of July 26, 2010) will be charged to your student account.
- The Thesis Office will notify you via email when your deposit is complete.

*All corrections and required materials are due no later than 4:45 p.m. on the final day of the deposit period for your intended graduation (see link to deadlines below).*

**Deadlines:** [www.grad.illinois.edu/general/calendar/current](http://www.grad.illinois.edu/general/calendar/current)

**Thesis requirements:** [www.grad.illinois.edu/graduate-college-thesis-requirements](http://www.grad.illinois.edu/graduate-college-thesis-requirements)

## Sample Title Page (Master's Students)



**Thesis FAQs:** [www.grad.illinois.edu/thesis-faqs](http://www.grad.illinois.edu/thesis-faqs)

**Thesis deposit workshop:** [www.grad.illinois.edu/sites/default/files/PDFs/ThesisDepositWksp.pdf](http://www.grad.illinois.edu/sites/default/files/PDFs/ThesisDepositWksp.pdf)