

### Final semester MS Student Checklist:

See [deadlines](#) of the Graduate School

1. Week 4:
  - a. Consult with advisor; [apply for graduation](#).
  - b. Set up date/time for defense with committee members that falls during or before final exam week. Reserve a room for the Final Defense.
  - c. Have your advisor sign up for Unicheck on Canvas (email [lsadmin@wayne.edu](mailto:lsadmin@wayne.edu)).
  - d. Make sure your thesis follows [WSU format requirements](#); see [Digital Commons](#) for archived theses from our department as examples
  - e. Make sure you have permissions for all figures and tables you copied from published materials and cite this in your legends
2. Two weeks before defense:
  - a. Submit your thesis draft to your advisor for approval and for a plagiarism check (Unicheck)
  - b. Distribute digital copies of your advisor-approved thesis manuscript to committee members for review and feedback
3. Day of the defense:
  - a. Present oral thesis defense.
  - b. Get signatures on thesis cover page and the [Final Report form](#). Submit forms to the department administrator.
  - c. Submit the thesis manuscript electronically to the Graduate School [Proquest website](#) for a formatting check.
4. Thesis completion:
  - a. Finish all format and content revisions for the submitted dissertation manuscript.
  - b. Consult with your advisor and submit an [Electronic Thesis and Dissertation Permissions Form](#) allowing Wayne State University Libraries to make the dissertation available through DigitalCommons@WayneState.
  - c. Resubmit final thesis to the [Proquest website](#) and to your committee.