



MASTER OF ARTS: CHECKLIST AND TIMELINE

FIRST YEAR

- By the end of the second quarter of graduate study, decide on your faculty advisor and notify the Academic Counselor (AC) who will update this on MyGrad.

Name of Faculty Advisor: _____

Date declared: _____

- By the end of the third quarter of graduate study, meet with Faculty Adviser and fill out the Program of Studies. Sign and submit to the AC.

Date Program of Studies signed: _____

- By the end of the third quarter of graduate study, meet with Faculty Adviser and fill out Language Plan, detailing how and when you will meet the second language requirement for your degree. Give copy to AC.

Date Language Plan signed: _____

SECOND YEAR

- Complete all necessary coursework. Ensure faculty adviser and AC have approved your transcript.
- M.A. Supervisory committee formalized and Dept. MA & PhD Supervisory Committee & Faculty Adviser Appointment Form submitted to AC and on file.

Chair: _____

Second member: _____

Third member (optional): _____

SECOND – THIRD YEAR

- M.A. Written Examinations passed
 - 1st examination passed. Date:* _____
 - 2nd examination passed. Date:* _____
- MA thesis or two seminar papers completed and approved by adviser (via email or written documentation). Copies on file with AC.

Date approved: _____



FOR GRADUATION

In order to graduate with your MA degree, please make sure that all of the below steps have been completed by the end of the quarter in which you hope to graduate.

- Thesis or Research Papers approved and copies on file.
- Current, unofficial UW transcript, approved by AC. All classes without a numerical grade must be given a numerical grade, S, or CR (no I or X).
- Graduate School requirements met. (18 credits must be graded numerically in a 400 or 500 level class; no grade lower than 2.7; GPA of 3.0 or higher; all requirements fulfilled in 6 years or less; you must be registered and an active student the quarter you graduate; if writing a thesis, 9 thesis credits must be taken.)
- Apply for M.A. degree on MyGrad.
- Thesis and signed MA Supervisory Committee Approval Form submitted to Graduate School (due last day of final quarter)
- Warrant (provided by AC) signed by MA Supervisory committee and on file.

PETITION TO PROCEED

If you want to continue on to PhD studies in our department after your MA degree is awarded to you, you must Petition to Proceed. The Petition to Proceed must be submitted to the faculty of the relevant language program **by the 8th week of the quarter following the completion of the M.A. requirements**. In order to do this, be sure to begin the process during or immediately after the quarter that you complete your MA. The AC will help you with this process.

Required:

- Petition cover page form signed by student
- Statement of purpose (explanation of this statement available on website)
- M.A. thesis or two research papers
- M.A exams (two)
- Completed Program of Studies form
- A current, unofficial UW transcript

Optional

- May also include records of honors and awards, professional accomplishments, paper presentations, publications and so forth.