

Using the Master's Degree Program Forms

The Graduate School obtains students' official academic records as soon as they complete their first terms of enrollment. Each of the following forms is completed at the departmental level, routed for required signatures, and forwarded to the Graduate School in 210 Jesse Hall. Forms are reviewed by staff in the Graduate School, given the dean's signature if approved, and a copy is returned to the department. If changes/corrections are needed, or if any signatures are missing, the forms will be returned to the department for corrective measures. If any faculty signatures are illegible, we ask that departments print a correct spelling below any such signatures.

M-1 Form: Program of Study for the Master's Degree

This form provides the student, the department, and the Graduate School with a plan for all course work, transfer credit, and research hours that will comprise a student's program of study. It serves as a blueprint and general plan for the student to follow. Changes on the plan of study can be made easily by submitting a Course Substitution form, available from departmental contact staff and the Graduate School. The M-1 form should be submitted to the Graduate School no later than the beginning of the student's second year of study.

M-2 Form: Request for Thesis Committee

This form is required only of students who will be writing a thesis. The master's thesis committee consists of at least three faculty. Two must be from the major department and one must be from an MU department or area program other than that awarding the degree. Origination of this form is the responsibility of the major adviser and should be filed in time for the committee to be involved in consideration of the acceptability of the research project and the written thesis. The M-2 form should be submitted to the Graduate School no later than the beginning of the student's second year of study.

M-3 Form: Report of the Master's Examining Committee

This form reports the final results of 1) master's thesis defense 2) master's project presentation, or 3) master's comprehensive examination. It must be signed by all approved committee members. Note: Thesis students should also submit the "Approval Page" of their thesis. This page must be signed by the first, second and third readers and is submitted with the final, original unbound copy of the thesis in a suitable box. Theses are submitted to the Graduate School after being successfully defended.