

WESTERN MICHIGAN UNIVERSITY  
SCHOOL OF COMMUNICATION  
THE MASTER OF ARTS IN COMMUNICATION

GRADUATION CHECKLIST FOR MASTER'S STUDENTS  
WITH THESES

**THE FOLLOWING ACTIVITIES SHOULD BE COMPLETED PRIOR TO OR DURING  
THE SEMESTER LISTED.**

**YEAR ONE: FALL SEMESTER**

\_\_\_\_\_ *Meet with temporary advisor.*

\_\_\_\_\_ *In consultation with temporary advisor, prepare tentative program of study;  
discuss capstone options.*

\_\_\_\_\_ *Complete one course in Communication Research Core (COM 6010).*

\_\_\_\_\_ *Complete one course in Communication Foundations Core.*

**YEAR ONE: SPRING SEMESTER**

\_\_\_\_\_ *Select permanent faculty advisor (Form I) and in consultation with your advisor,  
complete Form II: Permanent Program of Study.*

\_\_\_\_\_ *Submit Forms I and II to Director of Graduate Studies for approval.*

\_\_\_\_\_ *Continue progress on Communication Foundations Core, Communication Research  
Core.*

\_\_\_\_\_ *In consultation with your thesis advisor, select thesis committee members and  
secure their willingness to serve.*

\_\_\_\_\_ *Prepare and submit Form A for approval of the committee to the Graduate  
College.*

\_\_\_\_\_ *Conceptualize thesis in consultation with your thesis advisor.*

## YEAR TWO: FALL SEMESTER

- \_\_\_\_\_ Register for COM 7000 (3 credits) by submitting Form A: Permission to Elect.
- \_\_\_\_\_ Develop thesis proposal in consultation with thesis advisor, typically your permanent advisor.
- \_\_\_\_\_ For April graduation, apply for graduation by December 1.
- \_\_\_\_\_ Set thesis proposal defense meeting (optional – open meeting).
- \_\_\_\_\_ Hold thesis proposal defense and file Form VI with Director of Graduate Studies.
- \_\_\_\_\_ Secure HSIRB approval prior to conducting thesis research with human subjects.

## YEAR TWO: SPRING SEMESTER

- \_\_\_\_\_ Register for COM 7000 (3 credits) by submitting Form A.
- \_\_\_\_\_ Complete Communication Foundations core requirement.
- \_\_\_\_\_ Complete Communication Research core requirement.
- \_\_\_\_\_ Complete elective course requirements.
- \_\_\_\_\_ For June graduation, apply for graduation by February 1.
- \_\_\_\_\_ Give completed final thesis draft to committee for review at least two weeks prior to final defense meeting.
- \_\_\_\_\_ Set and publicize final thesis defense meeting (open meeting).
- \_\_\_\_\_ Hold final thesis defense. Following the defense, submit Form VIII to Director of Graduate Studies.
- \_\_\_\_\_ Submit committee approved thesis with appropriate paper work to Graduate College by deadlines for graduation.
- \_\_\_\_\_ Deliver two copies of thesis to School of Communication (one to advisor and one for school records).