

**MASTER'S THESIS/SPECIALIST PROJECT  
CHECK-IN FORM**

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List five key words to describe your thesis or project for indexing and database purposes:

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**Indicate whether this document is a:**

\_\_\_\_\_ Master's thesis                      or a                      \_\_\_\_\_ Specialist project

**Submit the following items:**

\_\_\_\_\_ The correctly formatted thesis submitted electronically in one pdf file via email to jennifer.holm@wmich.edu. The materials listed below should be submitted separately with a copy of this check-in form.

\_\_\_\_\_ Where applicable, manuscript contains—in the appendices—copies of all required protocol clearance letters from University boards, committees, and compliance officers charged with protection of regulated research subjects (humans, animals, genetic material/biohazards, radioactive material, etc.) The Graduate College will not approve a thesis or project that does not comply with this requirement. If you are submitting your manuscript electronically, you will need to include them as an appendix in the manuscript.

\_\_\_\_\_ Two signed, **original** (not photocopied) approval forms with **original signatures** of your committee.

\_\_\_\_\_ One photocopy of the approval form.

\_\_\_\_\_ Completed and signed WMU ScholarWorks Access Agreement.  
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**Note: You must have applied for graduation and received notification of your graduation audit prior to submitting a master's thesis or specialist project to the Graduate College.**

**Please allow a minimum of 4 weeks for initial review of your thesis/specialist project.**

**Any questions regarding this form should be addressed to the Coordinator of Theses and Dissertations in the Graduate College, (269) 387-8271.**