

## Thesis Process: Part 2

### Forms to file or check on before you defend:

- G GO-7:** If you were admitted conditionally, file this form to remove conditional status. (Should be done as *soon* as the requirements are met.)
- G GO-11:** If you are transferring credits into the program, file the GO-11 with the GO-12.
- G GO-12:** Approval of Graduate Degree Program. File the GO-12 as soon as you know when your course work has been or will be completed. This can, and should, be done at least one term you plan to defend. You do not have to have all the courses finished, just a list of when they will be finished.
- G Application for Degree.** This must be done before the end of the first week in the quarter in which you wish to graduate.
- G Language Requirement:** Get your language requirement taken care of. This too should be done before the term you plan to defend. (It must be taken care of before GO-16.) You are supposed to complete your language requirement the quarter BEFORE you defend. You will have to jump through several extra hoops if you are still taking your language the quarter you defend.
- G Human Subjects' Approval:** If your thesis involves human subjects, make sure your advisor has a copy of your human subjects' approval or waiver. (They need it to file the GO-16.)
- G GO-16:** Appointment of Oral Examination Committee This form is *filed* by your advisor, but it helps if you fill it out. The *latest* possible date to file this is end of the first week of the quarter in which you plan to graduate. It *should* be done earlier than that.
- G Double Check:** Check in with your advisor and/or the Office of Graduate Studies a week or two before the defense to make sure that all the forms have indeed been filed and processed. If your advisor has not received a copy of the GO-16 back, you cannot yet defend.
- G GO-17** Recommendation for the Degree: Make sure your advisor has a GO-17 **B** the form that they fill out and file after your defense. They can only get this from Karin after the GO-16 has been returned from Graduate Studies.