

## A Concise Guide to Completing Your Thesis & Graduating

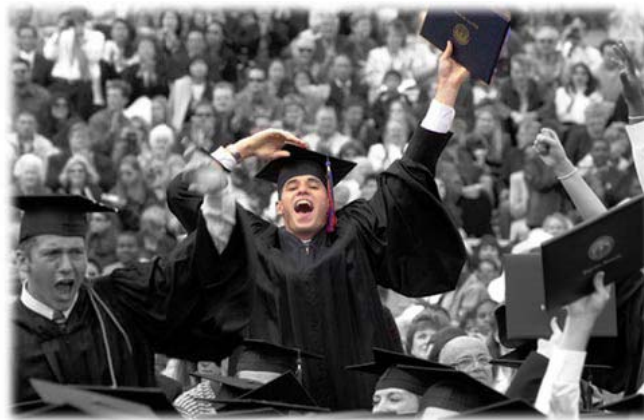
Congratulations! You've completed your thesis, and you're ready to submit all the paperwork, reformat your thesis and get your Master's degree. But first you'll need to fill out some forms, reformat your thesis, print your thesis, and submit it to the library.

First of all, you need to be aware of the relevant deadlines. The deadline for submitting your thesis to the graduate school is 6 weeks before graduation. If you miss this deadline, you'll have to wait until the next semester to graduate.

Secondly, go to this link <http://sgs.umkc.edu/theses.asp> to obtain:

- A. The forms you'll need to complete
  - a. Application for graduation
  - b. Master's Thesis Preliminary Evaluation Form
  - c. Master's Thesis Final Evaluation Form  
(To be efficient (and thoughtful) pass along all of these forms to get signatures from your committee members and other faculty at the same time)
- B. Information on deadlines
- C. Information on how to reformat your thesis
- D. Information on how to submit your thesis to Miller Nichols Library
  - a. You'll need two copies of the thesis on special paper. Be sure to read the reformatting and submission requirements.

If you need to ask questions regarding graduation, you can contact Nancy Hoover (816-235-1731, or [HooverN@umkc.edu](mailto:HooverN@umkc.edu)) at the School of Graduate Studies. Ms. Hoover is very helpful in answering questions regarding the formatting of your paper, etc. In fact, you can take your paper to her and she'll go over it and explain the details of the formatting requirements. She can also supply you with the name of someone who will reformat your thesis for you if you choose not to do it yourself.



AND....CONGRATULATIONS!!!