

Masters Degree Checklist

Dear Student,

The following is intended as a quick reference card for a student pursuing an MA degree in Physics at Fisk. For detailed academic info use the following links:

Academic Calendars: http://www.fisk.edu/pdfs/Provost/2007_2008AcademicCalendar.pdf
Course Description: <http://www.fisk.edu/pdfs/Provost/COURSEDESCRIPTIONS2007to2009.pdf>
Course Catalog at: http://fusct02.fisk.edu:12665/FISK/bwckctlg.p_disp_dyn_ctlg
Course Schedule: http://fusct02.fisk.edu:12665/FISK/bwckschd.p_disp_dyn_sched
Fisk University Bulletin : http://www.fisk.edu/documents/registrar/2006-2008_Bulletin.pdf
Description of the Graduate Studies: <http://www.fisk.edu/page.asp?id=552>
Specifics of the M.A. program in Physics: <http://www.fisk.edu/page.asp?id=547>

In the course of graduate study, progress is marked by several distinct stages and at each of these stages, there are certain forms to be completed and duties to be observed

- A) It is recommended that at least 2 semesters before you plan on graduating, in consultation with your Faculty Advisor, establish your Masters Degree Examination Committee. The Committee is composed of your Faculty Advisor and at least 2 add'l faculty members, usually from the Department of Physics.
- B) Nov 1 – Dec 1--- Preregister for Spring term (penalty fee applies for students who do not preregister)
- C) Dec 1 (or around) - Last day for faculty to submit Senior audits for Commencement; Last day for student to file for degree for Commencement. Sept.15 (or around) for December Graduates.
- D) The approval of the thesis title should be obtained no later than Feb. 15* of the year in which the candidate expects to take the degree Completion of satisfactory master's thesis on a subject approved by the graduate faculty of the department. - Certification for Degree Application for the Degree of Masters of Arts Form available from Director of Graduate Studies. This form should have the CORRECT and FINAL thesis title TYPED in the appropriate space. Forms available from Records Office of Graduate Studies, Room 205, Talley-Brady Hall
- E) No later than Feb 15* of the academic year in which the student expects to take the degree Submission of an application for degree to the Office of the Registrar (TYPED) Forms available from Records Office or Graduate Studies.
- F) At least two weeks before Commencement ** Satisfactory completion of 30 semester hours of coursework with a grade B or above, satisfactory completion of thesis, oral examination (Defense), removal of "I" grades and at least three copies of the thesis*** must be submitted in final form
- G) At least two weeks before Commencement** Letter from the Department Chair indicating the date of successful completion of the oral examination and receipts from the library indicating payment for binding of approved copies of the thesis.

* The description of the graduate programs offered at Fisk University and the general requirements for admission and graduation are described in the 2006-08 Fisk University Bulletin (p.252 et seq.) and dates vary from year to year.

** The 2008 Commencement will be on May 5

*** Your thesis must be properly formatted according to the Office of Graduate Studies guidelines. A manual for the thesis preparation may be found in the Fisk Library.

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