

## M.S. in Architecture Thesis Completion Checklist

- **Check deadlines on the Graduate School's website:**  
<http://gradschool.psu.edu/calendars/important-dates/>

- **Download and study the "Thesis Guide" from the Graduate School's website:**  
<http://www.gradschool.psu.edu/current-students/etd/>

- **Before thesis defense**

- "Intent to graduate" activated via LionPath  
(check deadline on the Graduate School's website, normally second week of semester)
- Draft of the master's thesis submitted to the eTD website for format review  
(check deadline on the Graduate School's website)
- Defense scheduled for \_\_\_\_\_
- Final thesis draft sent to committee members and graduate officer no less than 10 working days in advance of defense
- Defense space reserved
- Digital copy of thesis draft and defense invitation poster emailed to Architecture main office (Nina Bumgarner: [ndb2@psu.edu](mailto:ndb2@psu.edu)) for distribution to faculty and students no less than 10 working days in advance of event, include: student name, title of thesis, committee members, date (day and time), location.

- **After successful thesis defense**

- All changes requested by thesis committee and the Graduate School's format review response incorporated in final thesis document
- "Master's Signatory Page" completed; fee submitted to the Graduate School (check deadline) download: <http://gradschool.psu.edu/current-students/etd/>
- Master's thesis uploaded to the eTD website  
(check deadline on the Graduate School's website)
- Hardcopy of thesis cover page, signatory page, and abstract submitted to Architecture office to be included in student folder
- The Penn State Library does not require bound paper copies. Members of the student's thesis committee are entitled to request bound paper copies from the student.