

## MA Advising Record – Plan A: Thesis

Name: \_\_\_\_\_  
UH ID #: \_\_\_\_\_

Semester Admitted: \_\_\_\_\_  
Advisor: \_\_\_\_\_

### PLAN A: Thesis

1. Be registered as a full-time student for at least **two** semesters. \_\_\_\_\_
2. Demonstrate competence in **one language** other than your native language. \_\_\_\_\_
3. Take a minimum of 21 credits for a letter grade (not CR/NC or Audit). \_\_\_\_\_
  - **Four** core courses (Core List: 410, 420, 421, 422, 645).
    - Students who are not exempted from any of the Core courses will need to earn more than 30 credit hours to complete these requirements (specifically 24 credits and nine hours of LING 700).
  - **Four** graduate-level courses (including a 700-level seminar) approved by your supervisor.
4. Write and defend your thesis **proposal**. \_\_\_\_\_  
*Once your proposal has been accepted, a copy must be given to the department office to keep on file. This copy will be available to all faculty and MA students in the Linguistics Department. A printed copy of your approved thesis proposal must be submitted to the department office no later than the end of the semester following your proposal defense.*
5. Give the Department office a copy of your IRB human subject's approval/exemption. This should be done shortly after your thesis proposal defense. It is sent along with a form to the Office of Graduate Education. After processing, the department office will give you the CRN to register for LING 700\* \_\_\_\_\_
6. Write your **thesis** (9 credits of LING 700). \_\_\_\_\_  
 If you have not completed your thesis by the time you have taken the required 9 credits of LING 700, you can register for one credit of GRAD 700F per semester and this will allow you to maintain your full-time status (if you are a foreign or financial-aid student). In order to do this, you must download a petition form from the Office of Graduate Education's website. After your petition is approved, you can get a CRN number for the semester from the Office of Graduate Education (Student Services).
7. Your committee chair will let you know when your thesis draft is nearly ready to distribute to your committee. At this point you and your chair should agree upon a timeline, keeping in mind the following three deadlines. \_\_\_\_\_
  - Your committee should receive your thesis at least four weeks prior to your proposed defense date. (Some flexibility in this deadline may be permitted if there is a consensus among the committee members.) \_\_\_\_\_
  - Your defense must be held at least two weeks prior to the Office of Graduate Education's deadline for submission of the final version. Check with the department office for that deadline. \_\_\_\_\_
  - At least 15 calendar days prior to your defense date, you must submit the department's form "Final Oral Examination for Master's Thesis Defense", signed by your chair. Should the committee determine that the thesis is not defendable, the defense may be cancelled and a notification will be sent to the Office of Graduate Education. \_\_\_\_\_
8. Submit a PDF version of your thesis at least 2 weeks prior to the defense. The title page should contain a clear indication that this is a 'pre-defense draft'. \_\_\_\_\_
9. **Pass** your oral thesis defense and make any necessary revisions. \_\_\_\_\_
10. Once all revisions have been made and your committee chair approves your thesis, ask your chair to notify the department office. You need to pick up Form IV-Thesis Submission from the department office to submit with your final thesis to the Office of Graduate Education (Student Services). The Office of Graduate Education requires a digital copy of your thesis saved on a CD. \_\_\_\_\_
11. Submit a PDF version of your final approved thesis to the department office. \_\_\_\_\_

**Coursework** - 21 credit hours of coursework (with at least 12 credit hours at 600-level or above) + 9 credits hours of LING 700 (thesis).

\*Students who are not exempted from any of the core courses may need to earn more than 30 credit hours to complete the coursework requirements.\*

#### Required Courses:

Four of five listed courses are required for MA Thesis.

\*Possible exemption by exam for LING 410, 420, 421, and 422.

**Exemption Exam/Date Exempt OR  
Semester Taken**

LING 410*	_____
LING 420*	_____
LING 421*	_____
LING 422*	_____
LING 645	_____

Courses towards MA: \_\_\_\_\_

#### Committee:

Approved by Graduate Chair: \_\_\_\_\_  
 Chair: \_\_\_\_\_  
 Member: \_\_\_\_\_  
 Member: \_\_\_\_\_  
 University Rep. (optional): \_\_\_\_\_

#### Final Thesis Defense

Defense request given to student: \_\_\_\_\_ Rec'd: \_\_\_\_\_  
 Date/Time of Final Defense: \_\_\_\_\_ Room: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Form III: \_\_\_\_\_  
 Congratulatory letter and request for Dept copy: \_\_\_\_\_  
 Date Dept Copy Received: \_\_\_\_\_  
 Final Title of Thesis: \_\_\_\_\_

#### Thesis Proposal

Proposal Defense Date: \_\_\_\_\_  
 Approved Proposal Received Date: \_\_\_\_\_  
 Title of Proposal: \_\_\_\_\_  
 Form I: \_\_\_\_\_ Form II: \_\_\_\_\_  
 Human Subjects Approval/Exemption Received: \_\_\_\_\_  
 Permission to Register for LING 700: \_\_\_\_\_