

I. Semester-By-Semester Checklist – History MA

This checklist serves as a guide to completing your degree within two years. Your advisor might provide different advice on course enrollment, thesis work, and other curricular matters. All degree work must be completed within 6 calendar years from when you began taking courses (including transfer courses) applicable to your MA program.

A. First Semester

- _____ Submit official transcripts to the Graduate School, if you did not provide them in your application.
- _____ Request credit for PBS and transfer courses.
- _____ Submit Health History and Immunization forms to Student Health Services.
- _____ Sign the Patent Agreement.
- _____ TAs: Submit their Terms and Conditions letter, W-4 Federal Tax Withholding Certificate & NC-4 NC State Tax Withholding Certificate, Direct Deposit, Form I-9 Employment Eligibility Verification, and Personal Information Form.
- _____ Join the History Graduate Student Association.
- _____ Add a profile on the Graduate Student Directory on the History Department's webpage.
- _____ Take Historiography (HI 597).
- _____ If you already possess proficiency in a foreign language, take the certification exam. If not, take either FLF 401 (French), FLS 401 (Spanish), or FLG 401 (German).
- _____ Consult your advisor if you have chosen one or the Director of Graduate Programs if you have not on classes for the next semester.

B. Second Semester

- _____ Choose an advisor and notify the Graduate Assistant and the Director of Graduate Programs by submitting an [Advisor Form](#).
- _____ Take Historical Writing (HI 598).
- _____ Choose a thesis topic in consultation with your advisor.
- _____ Consult your advisor if you have chosen one or the Director of Graduate Programs if you have not on classes for the next semester.

C. Third Semester

- _____ Consult with your advisor on your Plan of Graduate Work through MyPack Portal and check that you are on target for completing all degree requirements. **Submit your plan of work.**
- _____ By the end of your third semester, you should have a completed draft of your thesis if you want to graduate in your fourth semester.

_____ If you already possess proficiency in a foreign language, take the certification exam. If not, take either FLF 401 (French), FLS 401 (Spanish), or FLG 401 (German).

_____ Consult your advisor on classes for the next semester.

D. Fourth Semester

_____ Update your Plan of Graduate Work on MyPack Portal and submit it immediately, if you did not submit it in your third semester.

_____ Arrange your oral examination date and time with your advisor and committee. Then see the Graduate Assistant to fill out your request form at least three weeks prior to the proposed examination date.

_____ Provide your committee with a copy of your thesis at least two weeks before your oral examination. (Some faculty may require more time to review your thesis.)

_____ Take your oral examination.

_____ Submit your thesis to the thesis editor **within 24 hours** of your oral examination and before the Registration Required ETD Review Deadline.

_____ Apply for graduation on MyPack Portal and check your name and privacy settings.

_____ Submit your final error-free thesis before the Final Error Free ETD Deadline.

_____ Order one bound copy of your thesis for the History Department and any additional copies.

_____ Apply for the University Graduate Student Association's Thesis and Dissertation Reimbursement.

_____ Attend graduation!

_____ Complete all Incompletes within 30 days of your graduation date.