

## MA Timeline for Full-time Students

### First Year / First Semester

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#### 1. Advising:

- **Faculty:** Get to know the faculty in your area of interest as soon as you can:
  - Take a class
  - Make an appointment
- **Graduate Chair:** Talk to the Graduate Chair for suggestions for faculty in the areas you are interested in or for advice on choosing a permanent adviser.
- **Permanent Adviser:** Start making plans for your permanent adviser and think about other faculty as potential committee members.
- **Committee Members:** Work with the permanent adviser to identify additional committee members.

#### 2. Three Program Options:

- **Choosing an Option:** The permanent adviser will help you in choosing the Option you will use to structure your program. See the handbook for the three Options offered.
- **Option I** (thesis) requires a committee form to be filed in the English Grad Office.
- **Option II and III** requires an examining committee and choosing an area for the comprehensive exam.

#### 3. Committee Form:

- **What?:** The first form to be filed with the English Graduate Office is the committee form:
  - Thesis for CW
  - Thesis for Scholarly
  - Examination Committee for Options II and III
- **When?:** The Committee form should be filed by the end of the first semester or second semester at the latest.
- **Where?:** Here is the location of the forms on the English website:  
<http://english.unl.edu/grad/forms.html>

### First Year / Second Semester:

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#### MOC (Memorandum of Courses):

- **MOC:** After the adviser and committee have been decided upon, the next step is to file the Memorandum of Courses with Graduate Studies.
- **When?** Preferably, this will be done by the end of the first year, or the second semester, or halfway through the required credits (30 or 36).

- **Where?** Memorandum of Courses is found on the **English forms site** above or on the Graduate Studies website: <http://www.unl.edu/gradstudies/current/degrees/masters.shtml>
- **The Memorandum must be typed!** Do not hand in a hand-written document to the English Grad Office. If you need assistance in typing out the form, contact Sue Hart to assist you.
- **Be aware that you cannot file the Memorandum of Courses and graduate in the same semester!**
- **Do not procrastinate** in filing this form in order to prevent possible problems.
- **How do I know what courses will be offered?** Look in Course Description Archives and talk to the Graduate Chair. Changes can be made in the MOC at a later date if a different course is taken.

### **Second Year / First Semester:**

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- **Make Plans:** Meet with Adviser and make plans for Thesis/comprehensive exam.
- **Option I:** Discuss the amount of lead time needed for final thesis draft.
- **Option II and III:** Choose area with advice from permanent adviser. In preparation for exam, you will need to meet with your examining committee members to discuss topics and questions for the exam.
- **Final Examination Form:** After filing the “Final Examination Report” form with Grad Studies (at least 4 weeks before the exam), you will have to provide the examination committee with a statement of 1200-1500 words summarizing and analyzing the your main intellectual work during the MA and posing the key questions that have emerged during that work (See MA Handbook).

### **Second Year / Second Semester or Semester of planned graduation:**

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- **Deadlines:** Check the Graduate Studies website for deadlines (be sure to have the correct term posted): <http://www.unl.edu/gradstudies/current/degrees/masters.shtml>
- **Application for Degree:** First step is to file the “Application for Degree” form:
  - For a December graduation, the deadline is late September.
  - For a May graduation, the deadline is late January.
  - For an August graduation, the deadline is in June.
- **Filing the Form:** You must complete the form (please type); file with Graduate Services at 109 Canfield; and pay the \$25 fee. The form is used to order the diploma. You will not be able to graduate without completing this step.
- **Final Examination Report for the Master’s Degree:** This form must be completed and filed with Graduate Studies *at least 4 weeks prior to holding the final oral examination*. Since we now have an oral for all three Options, the form must contain the examining committee members (three graduate faculty members). This form generates the final graduate check in Graduate Studies.

### Brief Overview

<b>First Year</b>	
<b>First Semester</b>	<ul style="list-style-type: none"> <li>• Choose Permanent Adviser and Committee Members</li> <li>• Choose Program Option</li> <li>• File “Committee Form” by end of semester</li> </ul>
<b>Second Semester</b>	<ul style="list-style-type: none"> <li>• File “Memorandum of Courses” by end of semester</li> </ul>
<b>Second Year</b>	
<b>First Semester</b>	<ul style="list-style-type: none"> <li>• Make plans for thesis / comprehensive exam</li> <li>• Option II and III: File “Final Examination Form”</li> </ul>
<b>Second Semester</b>	<ul style="list-style-type: none"> <li>• File “Application for Degree” by designated deadline</li> <li>• File “Final Examination Report”</li> </ul>