**Timeline and Checklist for M.A. Students**

**Year 1**

1. Find an advisor. Try to do this early (but keep in mind that students can – and do – change advisors). The advisor, of course, should be a faculty member who specializes in a student’s area of interest.
   * Discuss with the advisor your goals and objectives.
   * Discuss with the advisor which of the three MA options (formal M. A. thesis, M.A. essay, or three research papers) you might pursue and the specific requirements for each.
   * If you elect to write the formal thesis, begin discussing possible topics and sources with your advisor during the first year.
2. Take History 606.
3. Fulfill History 750 requirement.
4. Consider taking a 700-level research seminar.
5. Foreign language:
6. if you must satisfy only the minimum requirement, review the options listed in the Graduate Handbook on how to do this;
7. if your advisor requires additional language training, consult with your advisor on how this should be done.
8. By the end of the second semester, form an M.A. advisory committee that includes your advisor and two other faculty members.
9. Consult with your advisor on what reading or research you might pursue over the summer and on what courses you should take in Year 2 of the M.A. program.

**Year 2**

1. Meet with your advisor to determine what requirements you must fulfill in Year 2 in order to graduate.

* If you are writing the formal thesis, you should have selected a topic that has been approved by the advisor. Work with the advisor to determine research sources and the structure and argument of the thesis. Be aware that the formal thesis (an electronic version) must conform to the Graduate School’s rules and guidelines. See this site:
* If you are writing the non-thesis M.A. essay, you also need a topic approved by the advisor. As with the thesis, work with your advisor to locate sources and to develop the essay’s argument and analysis.
* If you plan to defend the three papers, discuss with the advisor which papers to present for the M.A. defense and whether the advisors will require any revisions to the papers.

1. Schedule the M.A. oral exam. You may do this only with the approval of the M.A. advisor and the members of the M.A. advisory committee. They should have available the thesis, essay, or three papers before scheduling the exam. You may then request the Graduate School to schedule the exam. The exam must be held when classes are in session and no later than eight days prior to the last day of classes of the semester in which you expect to graduate. The Graduate School requires the Director of Graduate Studies to approve all requests for scheduling the exam. See the links below for scheduling the exam:

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/AcademicServices/Documents/CheckSheetForMastersNonThesisStudentsPlanB.pdf>

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/AcademicServices/Documents/CheckSheetForMastersThesisStudentsPlanA.pdf>

1. Request degree application for graduation. You must submit the online degree application about two months in advance of the graduation date. See these links below for the degree application.

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/AcademicServices/Documents/CheckSheetForMastersNonThesisStudentsPlanB.pdf>

<http://gradschool.uky.edu/sites/gradschool.uky.edu/files/AcademicServices/Documents/CheckSheetForMastersThesisStudentsPlanA.pdf>