

ASIAN STUDIES GRADUATE STUDENT

University of Oregon

Graduation Deadlines

2 MONTHS BEFORE YOU BEGIN THESIS RESEARCH

If your research involves human subjects, you must apply with Research Compliance Services two months before your research begins.

<http://orcr.uoregon.edu/index.cfm?action=irb>

If you are uncertain whether your research needs review, please email: ResearchCompliance@uoregon.edu with a brief description of your project. A staff member will reply to tell you how to proceed and which of the following application form to submit:

1. Exempt review (approval lasts 5 years, and involves very light contact/risk to individuals involved in your research)
2. Expedited review (approval lasts one year, and also involves light contact/risk to individuals involved in your research. You must reapply every year to continue research.)
3. Full review (this kind of review is usually required when there is potentially more risk or adverse results for the subjects involved in your research).

THE TERM YOU PLAN TO GRADUATE

WEEK TWO

APPLY TO GRADUATE

Friday: Last day to apply for degree online at the Graduate School

website <https://gradweb.uoregon.edu/main/exitquestionnaire/selectTerm.asp>

The Grad School has a webpage "Getting Ready to Graduate." To find it, go to the regular Grad School webpage: <http://gradschool.uoregon.edu>. Hover over "Current Students," and click on "Getting Ready to Graduate." You will find deadlines and requirements on that page.

NOTE: Hard copy thesis abstracts are no longer required by the Grad School. The abstract is a required page of the final PDF copy of the thesis or dissertation, but does not require advisor signature.

WEEK THREE

SCHEDULE YOUR THESIS PRESENTATION:

Schedule Your Thesis Presentation with your committee members.

Let the Graduate Coordinator know the date and time so a room can be scheduled for you to present your thesis.

FORMATTING YOUR MANUSCRIPT:

Get to work early on formatting your manuscript - waiting until the last minute to address formatting causes more work. Asian Studies does not require a particular style, but you must be consistent throughout your manuscript.

Come see the Grad School editor early! The closer it gets to the end of the term, the longer the wait times.

Check with the Grad School for the editor's office hours. <http://gradschool.uoregon.edu/thesis-dissertation/editor-info>

Don't be afraid to visit the Grad School if you have questions! The Graduate School is open Monday - Friday 8:00 a.m. to noon and 1:00 to 5:00 p.m. , in Susan Campbell Hall.

More info: <http://gradschool.uoregon.edu/thesis-dissertation/editor-info>

BRING THE FOLLOWING FORMS TO YOUR THESIS DEFENSE:

- **Report of Committee on ORAL EXAMINATION for Master's Degree – get this from the Graduate Coordinator**
- YOU MUST ALSO PREPARE the 2-page Graduate School approval form. Only the second page of this form must be taken to your thesis/policy paper presentation for signatures. (The first page will be submitted AFTER your thesis is uploaded.) This 2-page form is found at: <https://gradschool.uoregon.edu/sites/default/files/SubmissionDocumentApprovalAug12.pdf>

WEEK SEVEN

MONDAY THROUGH FRIDAY – Make an appointment with the Graduate Coordinator to go over your transcript. Week Eight is the Grad Coordinator's deadline to submit your statement of completion for your degree. Be sure that the Graduate Coordinator knows how you are meeting all of your requirements, and that you have reviewed your program plan with the Graduate Coordinator.

THESIS SUBMISSION INSTRUCTIONS:

<http://gradschool.uoregon.edu/etd>

FINALS WEEK

MONDAY 5 pm – Upload your completed and approved thesis and submit signed forms to the Graduate School.

Remember to bring the second of the 2-page Grad School form to your thesis presentation:

Thesis/Dissertation Approval Form – you fill this form online, print it out and collect signatures from your chair, co-chair and advisor:

<https://gradschool.uoregon.edu/sites/default/files/SubmissionDocumentApprovalAug12.pdf>

COMMENCEMENT

There is no Asian Studies graduation ceremony during fall, winter or summer. Graduates from those terms may participate in the spring ceremony. Please let the Grad Coordinator know if you plan to attend the spring ceremony.

CONGRATULATIONS!