

Steps for Graduation - Studio and Art Education

The semester prior to the first thesis semester (generally the end of the second year)

- Apply for graduation. Check with the Registrar for deadlines. The application for graduation is available in the Graduation Office, Room 231 Sparks Hall.
- Select Thesis Committee
- Set date for thesis show with the Gallery Director.
- Download Graduate Review Record from Welch School of Art and Design webpage.
- Make an appointment with Thesis Chair to go over coursework. Print out the list of courses you have taken from Go Solar. Take the printout to this meeting. If there are any deviations from required coursework, the Chair must email Graduate Director with approved changes.
- Make an appointment with the Graduate Director after meeting with Thesis Chair. Bring Go Solar print out.

Thesis Year (Two Semesters)

Art Education 6 hours, required Studio 12 hours, required

First Semester Thesis

- Meet with entire committee a minimum of three times each semester.
- Take Graduate Review Record to each meeting. Faculty will fill out and return.
- Download Thesis Guidelines from the College of Arts and Sciences website:
<http://www.gsu.edu/~wwwgas/>

Second Semester Thesis

If there have been any new deviations from required coursework, have thesis Chair email Graduate Director with approved changes.

- Check that thesis guidelines have not changed. You are responsible for changes.
- Printer-generated originals may be substituted for photographs in the text. Before purchasing paper for these images, check with the Graduate Director for the currently approved papers and printers, as not all papers or printers are acceptable.
- Double-check all deadlines. Any deadline missed may cause a postponement in graduation.
- School Thesis and Graduation Audit deadlines: the School's deadlines are earlier than the College's. The School's Graduate Office will post deadlines by the end of the first month of the semester for fall and spring graduation. For summer session,

the deadline will be posted during the first week of class. Generally, expect to complete the thesis a month before finals.

- Once the thesis is complete and the exhibition has occurred, have faculty sign off on the Graduate Review Record.
- Drop off the Graduate Review Record, one copy of the thesis, and all of the title pages (minimum five) to the School's Director by the Director's deadline.
- Make an appointment with the Graduate Director. This date should fall after the thesis has been returned by the Director.
- If the Director approves the thesis, meet with the Graduate Director for a final Audit. Bring the signed Graduate Review Record. Course requirements will be checked again at this time.
- Submit all thesis documents and the binding receipt to the Graduate office by the deadline. The deadline is strictly enforced. Any project submitted after the deadline will be processed for the following semester's graduation.

Note: Each student must assume full responsibility for the correct form of the original and all copies of the thesis. The signatures of the committee members on the title page signify School approval of the final document. However, approval by the Office of Graduate Studies constitutes the official approval of the College of Arts & Sciences.