

**GRADUATE THEOLOGICAL UNION
MASTER OF ARTS
MEETING CHECKLIST for ADVISORS**

Student: _____ Advisor: _____

Area of Concentration: _____

The advisor should fill out each semester as the student progresses through the program.

Initial meeting with student

Date completed: _____

- Discuss the student's program goals.
- Explain the program.
- Explain the "GTU Common MA Program Checklist" and give the student a copy.
- Provide a suggested timeline that is needed to complete program requirements
- Discuss the student's plans for fulfilling the modern language requirement.

Second semester planning meeting with student

Date completed: _____

- Review "GTU Common MA Program Checklist" and update
- Establish a concrete plan for completing the modern language requirement.
- Discuss the student's plans for formulating the Thesis topic.

Third semester meeting with student

Date completed: _____

- Review "GTU Common MA Program Checklist" and update.
- Remind the student of important deadlines for paperwork:
 - "Intent to Graduate" due Jan 15 for Spring graduation, Sept 1 for Fall graduation
 - "Thesis Committee Request Form" and "Request for MABL Oral Exam Committee" due 90 days before date of defense or oral exam.
- Ensure that the student is on track with Thesis research and topic formulation.
- Ensure that the student will fulfill the modern language requirement by the end of the third semester, or has a coherent plan for fulfilling the requirement. (**Important: neither the "Thesis Committee Request" or "Request for Oral Exam Committee for MA Students in Biblical Languages" forms will be accepted without modern language certification.**)
- Ensure that the student will have a thesis committee and topic by the end of the third semester or has a workable timetable for development.

Fourth semester meeting with student

Date completed: _____

- Review "GTU Common MA Program Checklist" and update. (At this time it ought to go to the MA Program Coordinator in the GTU Dean's office).
- Check that the "Thesis Committee Request" or "Request for Oral Exam Committee for MA Students in Biblical Languages" is completed and that the proposed committee meets the requirements stipulated on the form.
- Check that modern language requirement has been fulfilled.
- Check that thesis topic has been approved and all committee members are informed and notified of progress.