

Checklist for

M.S. Graduation Requirements

- Among your course credits make certain you have taken at least 6 quarter hours of graduate credit at the 800 level.
- In quarter of graduation you must be registered for a minimum of 3 quarter hours of credit (9 if you hold a half-time GRA/GTA, 15 if you hold a Fellowship).
- Submit (1) **Application to Graduate—Master's Degree**, (2) **Statement of Intent**, and (3) Resumé with passport style photograph to the Graduate Student Counselor by the second Friday of the quarter of graduation. If you plan to take the PhD Qualifier Examination simultaneously with your Master's Examination you are required to submit three Examiners names.
- Complete the Master's Examination (defense of thesis for thesis-option or comprehensive exam for non-thesis option) during the quarter of graduation, and submit the **Master's Examination Report** form to the Graduate School no later than Wednesday two weeks before commencement.
- For thesis-option submit the thesis and the **Thesis Approval** form to the Graduate School no later than one week before commencement.
- If you cannot submit your thesis and **Thesis** Approval form by the date required, you may graduate the following quarter without registering or paying fees, if you submit the form and thesis before the first day of classes of the following quarter.
- Graduate with M.S.E.E. degree.