All MS Students:

1. Enroll in a graduate level course at UTD.
2. Request graduation audit.
3. Get your final degree plan approved by an MS Advisor. Make a duplicate before submitting the original it to the ECE Graduate Program Office.
4. Make certain to complete all incomplete grades. Contact the course instructor regarding change of grade. Check the Registrar’s Office to be certain any necessary grade change forms have been received.
5. Make certain that you submit a Repeated Course Adjustment form for each course repeated, to the Registrar’s Office.
6. Pay all necessary fees in the Records or Bursar’s Office.
7. Check with a Graduate Advisor for any holds that may be on your student account.
8. Fill out the Application for Graduation online by specified deadline.
9. Withdraw graduation application, if applicable

Master’s Thesis Requirements Completion:

1. Check the Office of Graduate Education for the deadline dates for the semester in which you plan to graduate; including both formatting and documents submissions guidelines. Plan your thesis defense, at least, two weeks before the final thesis copy submission deadline.
2. When your supervising professor declares you ready to defend your thesis, distribute thesis copies to all committee members. Most departments require at least two weeks to review it.
3. When all committee members agree that you are ready to defend, schedule your dissertation final oral presentation. Contact your MS Thesis Advisor’s administrative assistant for venue reservation.
4. Upload a pdf of your thesis to the thesis submission webpage for initial format check.
5. Upload your thesis to Turnitin.com for a citation check.
6. Submit your Thesis Presentation Details online minimum two weeks prior to your scheduled MS Thesis final oral examination.
7. On the day of the defense, print the Unsigned Signature Page and get it signed after passing your thesis final oral examination.
8. When you pass your thesis final oral examination and your committee is satisfied with your thesis, submit your Master's Thesis Examination Report to the ECE Graduate Program Office.
9. If graduating In Absentia, submit an In Absentia Registration form to OGE after passing your final oral examination. MS Thesis Advisor signs it.
10. Upload the final version of your dissertation to the Thesis Submission website for a final format check, at least, three working days before the final deadline.

Master’s Candidates - Abstract maximum = 150 words

3.1.2019