GRADUATION CHECKLIST
MS EE/CE/TE

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. Once made eligible to graduate, apply for graduation by specified deadline.
☐ 9. Withdaw 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 thesis final oral presentation. Contact your MS Thesis Advisor’s administrative assistant for venue reservation.
☐ 4. Complete the UTD Copyright Tutorial for Graduate Students thru eLearning.
☐ 5. Upload a PDF of your thesis for initial format check and your UTD Copyright Training Certificate of Completion to the thesis submission webpage.
☐ 6. Upload your thesis to Turnitin.com for a citation check.
☐ 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. Upload the final version of your thesis with unsigned signature page for a final format check, including other mandatory forms to the Thesis Submission website, at least, one week before the final approval deadline.
☐ 10. If graduating In Absentia: complete your dissertation requirements within the In Absentia deadlines; request graduation audit for the following semester; once made eligible to graduate, apply for graduation by specified deadline; pay $100 fee when billed after Census day.

Master’s Candidates - Abstract maximum = 150 words