






# FULFILLING MASTER'S DEGREE REQUIREMENTS - CHECKLIST

## MS Requirement Milestones for Graduate Students (from the beginning of program)

	<b>Procedure</b>	<b>Time Frame of Completion</b>
1	<input type="checkbox"/> Identify a major professor from the area in which you intend to specialize	1 <sup>st</sup> semester, no later than end of 1 <sup>st</sup> year of enrollment
2	<input type="checkbox"/> Define advisory committee with major professor, and complete and submit Major Professor Agreement form	1 <sup>st</sup> semester, no later than end of 1 <sup>st</sup> year of enrollment
3	<input type="checkbox"/> Complete and submit Plan of Study forms (thesis or non-thesis)	No later than 1 <sup>st</sup> year of enrollment
4	<input type="checkbox"/> Complete all required course work	2 – 3 years
5	<input type="checkbox"/> <b>Coursework Requirements (thesis option)</b> <ul style="list-style-type: none"> <li>• Minimum of three core courses (9 credit hours) within your primary area of specialization</li> <li>• One core course (3 credit hours) outside your primary area of specialization</li> <li>• 3 credit hours of Math course</li> <li>• Minimum of five ME courses</li> <li>• Minimum of twelve (12) credit hours of course work at the 7000 level (4 courses)</li> <li>• Register for ME 7901 (ME Graduate Seminar); required to register and attend every semester (excluding summer)</li> <li>• <b>Please Note:</b> Seminar attendance requirement for part-time students will be for one semester only.</li> <li>• Minimum of six hours of ME 8000</li> </ul>	Before scheduling your final examination

6	<p> <b>Coursework Requirements (non-thesis option)</b></p> <ul style="list-style-type: none"> <li>• Minimum of six courses (18 credit hours) from the list of ME core courses same as thesis option</li> <li>• At least one course from each of the three areas of specialization: thermal sciences, mechanical systems, and materials: total 6 credit hours</li> <li>• 3 credit hours in Math same as listed for thesis option</li> <li>• Additional four courses (12 credit hours), approved by the advisory committee</li> <li>• Complete a three credit-hour project under ME 7903</li> <li>• Minimum of 18 hours at the 7000 level</li> <li>• Attain a grade of "B" or above in order for a course to qualify toward the degree requirements.</li> <li>• Register and attend ME 7901 seminar course for 1 semester</li> </ul>	Before scheduling your final examination
7	<p> Present a seminar, discussing the major results of your research. This should occur at the Graduate Student Research Conference scheduled annually. Earning a passing grade in the ME Graduate Seminar Series, ME 7901, is also required</p>	April before graduation
8	<p> Submit Request for final examination forms and complete the Final Examination (defense); if graduating same semester, submit Application for Degree</p>	Request for the final examination must be submitted 3 ½ - 4 weeks prior to the proposed examination date, and by the current semester deadline, if candidate for degree.
9	<p> ME 7901 attendance requirement is waived</p>	After completing and successfully defending thesis or project defense
10	<p> Complete check-out by returning keys, checked out textbooks, equipment, and submitting check-out/survey form</p>	Before graduation or leaving the university