MAE Pre-Graduation Checklist – MS Students (Thesis)

Student’s Name: ___________________________________________________________

______ Submit Form 1A if necessary (Must be done by 4th week of graduating semester).

______ Submit Application for Graduation form (Must be done by 4th week of graduating semester).

______ Submit thesis for technical editing services, if preferred (typically around 7th week of graduating semester – *check deadlines for each semester to be sure).

______ Notify the Office of Graduate Studies (**via email to your designated Graduate Studies Specialist) that you will or will not be meeting the final thesis deadline (typically around 7th week of graduating semester - *check deadlines for each semester to be sure).

______ Notify Kathy Wagner (wagnerkc@mst.edu) of your defense date, time and location (preferably 1-2 weeks prior to the defense). (Jessica Satterfield [satterfieldj@mst.edu] can assist with room reservations).

______ Submit thesis to the Office of Graduate Studies for the first format check (typically the week prior to the final submission deadline – *check deadlines for each semester to be sure).

______ Defend and submit original Form 2 to Kathy Wagner (194B Toomey – Kathy will deliver Form 2 to the Office of Graduate Studies) and final library copy of thesis submitted electronically to the Office of Graduate Studies (typically one month prior to graduating semester end – *check deadlines for each semester to be sure).

______ Notify Kathy Wagner (wagnerkc@mst.edu) the name of your new employer and a primary email address (as soon as possible).

*Link for graduate forms and deadlines:

- [http://grad.mst.edu/currentstudents/](http://grad.mst.edu/currentstudents/)

  *Tip – It is best to fill out and print your Form 2 prior to the defense and take it with you so that the committee can sign after your defense is completed.

**Graduate Studies Specialists** (breakdown by student’s last name):

- Amy McMillen – mcmillen@mst.edu (Last names A – K)
- Vicki Hudgins – hudgins@mst.edu (Last names L – Z)

Revised 09/2014