MAE Pre-Graduation Checklist – PhD Students

______ Submit Form 5A if necessary (Must be done by 4th week of graduating semester).

______ Apply for Graduation in Joe’SS (instructions can be found here, http://registrar.mst.edu/psinfo/pstudenttraining/) (Must be done by 4th week of graduating semester. If not completed by the 4th week deadline, you must submit a paper form*, including a reason for submitting late and signatures at the bottom. If you are a distance student, you can email this form to Kathy Wagner [wagnerkc@mst.edu] and she will deliver it to the Registrar’s Office for you).

______ Submit dissertation 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 dissertation 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 dissertation 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 7 to Kathy Wagner (194B Toomey – Kathy will deliver Form 7 to the Office of Graduate Studies) and final library copy of thesis 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/forms/
- Tip – It is best to fill out and print your Form 7 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):

- Leigh Patton – Pattonl@mst.edu (Last names A)
- Amy McMillen – Mcmilen@mst.edu (Last names B – L)
- Vicki Hudgins – Hudgins@mst.edu (Last names M – Z)

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