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/psstudenttraining/) (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 Karen Walberg [walbergk@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 Karen Walberg (walbergk@mst.edu) of your defense date, time and location (preferably 1-2 weeks prior to the defense). (Deborah Willy [ponzerd@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 Karen Walberg (194B Toomey – Karen 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 Karen Walberg (walbergk@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/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.

GPA Requirements for Graduate Students
In order to earn a graduate degree, all students must achieve a cumulative GPA of 3.0 or higher in all graduate courses listed on the program of study (Form 1 for master’s students and Form 5 for doctoral students).
**Graduate Studies Specialists** (breakdown by student’s last name):

- Jade Sinnott – sinnottj@mst.edu  (Last names A – L)
- Kathy Wagner – wagnerkc@mst.edu  (Last names M – Z)