

## MAE Pre-Graduation Checklist – MS Students (Thesis)

- \_\_\_\_\_ **Submit Form 1A if necessary\*** (Must be done by 4<sup>th</sup> 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 4<sup>th</sup> week of graduating semester. If not completed by the 4<sup>th</sup> 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 Karen Walberg [[walbergk@mst.edu](mailto:walbergk@mst.edu)] and she will deliver it to the Registrar's Office for you).
- \_\_\_\_\_ **Submit thesis for technical editing services, if preferred** (typically around 7<sup>th</sup> 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 7<sup>th</sup> week of graduating semester - \*check deadlines for each semester to be sure).
- \_\_\_\_\_ **Notify Karen Walberg ([walbergk@mst.edu](mailto:walbergk@mst.edu)) of your defense date, time and location** (preferably 1-2 weeks prior to the defense).  
(Deborah Willy [[ponzerd@mst.edu](mailto:ponzerd@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 Karen Walberg (194B Toomey – Karen 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 Karen Walberg ([walbergk@mst.edu](mailto: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 2 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 work taken at Missouri S&T, as well as for all graduate courses listed on the program of study (Form 1 for master's students and Form 5 for doctoral students).

Revised

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

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