

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 [ponzard@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** – wagnerke@mst.edu (Last names M – Z)