

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

_____ **Submit Form 1A 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 to Karen Walberg [walbergk@mst.edu] and she will deliver it to the Registrar's Office for you).

_____ **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/>

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).