

Graduation Procedures for Master's Students

Once your degree program form has been approved, you can go [on line](#) or to 316 Johnston Hall to request the graduation packet. In the packet will be your final defense form which you will bring to your defense if you are doing Plan A or B. Plan C students must submit that form to Georganne for DGS signature. There will also be an application for degree that must be submitted by you to the Office of the Registrar before the first working day of the month you intend to graduate.

In order to graduate, you must turn in the Application for degree before the first working day of the month you intend to graduate. You also must have passed your defense and submitted the form to Graduate School (Plan A and B only) or for Plan C, submitted the defense form to Georganne for signature before the end of the month you intend to graduate. All coursework on your degree program form must have grades submitted and entered on your transcript. If you are doing Plan B, you must remind your advisor to submit the grade for that course. If any of these three things do not happen before the end of the month you wish to graduate, you will not graduate until the month that all of these three items have been completed.

For those of you who are international students and are doing Plan C. ISSS policy is that if you are doing Plan C and have completed all coursework, then you are done at the end of the semester in which you have completed the last course. So be aware that you will be expected to graduate at the end of your last semester, regardless of whether you want to or not. So please be sure to know what your visa status will be and discuss your concerns with them. However, if you are doing Plan A or Plan B, you do have more discretion if you wish to graduate later than the end of your last semester providing that you are still working on your research. Please check with ISSS to make sure you are in compliance with your visa regulations.

If you have submitted your application for degree and the final exam form does not get submitted on time or there is an incomplete in one of your courses, you do not need to file another application for degree. Instead they will award the degree once the missing piece has been submitted. You will receive an email from the Graduate School in the middle of the month you intend to graduate letting you know if there is anything outstanding to prevent you from getting your degree. This will give you the opportunity to make sure that you take care of those outstanding requirements.

Commencement is held by the individual colleges. The College of Science and Engineering has joined with several other colleges to hold a Graduate Commencement. This is held at the end of each spring semester. An email will be sent announcing the date, time and place of the commencement as well as directions on what needs to be done to attend the ceremony. Attendance at commencement does not certify that you have graduated or completed the requirements for your degree and the diploma is not presented at this ceremony. We do have requirements that must be met if you wish to attend commencement. For MS students, it is assumed that you are in your last semester and that you have filed the degree program form. You are also eligible if you have already graduated but have not yet attended a commencement.

Many companies want to see proof of the degree awarded before they will start your employment so you want to make sure you are aware of these deadlines and time frames.