

## ***Check List for AAE and EE MS Degree***

Students are responsible for submitting required forms by the deadlines posted by the Graduate School

### **Year 1 Spring or earlier**

1. \_\_\_\_ Form an advisory committee and submit Advisory Committee (M.A. & M.S.) form.  
*At a minimum, you must have a major professor plus two additional members. If you have co-major professors, you still need two additional members. **Your major professor and at least one other committee member must be AAEC faculty.***

### **Year 2 Fall or earlier**

2. \_\_\_\_ Submit your Program of Study form (M.S.) to the Graduate School.

**Your Final Semester.** *All steps have firm deadlines. Check Grad School Important Deadlines.*

3. \_\_\_\_ Apply for graduation (through Athena) with the Application for Graduation form.  
*Due Date: Approximately the 1<sup>st</sup> week of the semester.*
4. \_\_\_\_ Submit to the Graduate School your information for graduation (form G120 in GradStatus).  
*Due Date: Approximately 2 months from the beginning of the semester*  
**Question** - What if I apply for graduation (Steps 3 and 4) but then decide to graduate in a later semester? For example, if I planned for Spring but switch to Summer? *This is fine and happens often. You don't need to take any action in the current semester. Simply skip steps 5–11. In the new semester you plan to graduate (e.g., Summer), repeat Steps 3 and 4 and continue with 5-11.*
5. \_\_\_\_ Electronically submit to the Graduate School your thesis for ETD Format Check.  
*Due Date: Approximately 6 weeks before the end of the semester.*
6. \_\_\_\_ Set date and time of **thesis defense** with advisory committee and notify the AAEC graduate program administrator, who will reserve a room and notify the department.  
*Due Date: At least three weeks prior to the defense. Your defense must occur at least one week before the "Final date for receipt" of all materials required for graduation.*
7. \_\_\_\_ Submit thesis to advisory committee.  
*Due Date: At least two weeks before your defense.*
8. \_\_\_\_ Successfully hold thesis seminar and pass final oral and thesis defense. The graduate program administrator will submit the electronic form (G140) for your committee's approval.  
*Due Date: At least one week before the final date set by the graduate school for receipt of all required materials for graduation. Approximately three weeks before the end of the semester.*
9. \_\_\_\_ Submit the completed **Electronic Thesis and Dissertation (ETD) Submission Approval** form.  
*Due Date: Approximately two weeks before the end of the semester.*
10. \_\_\_\_ Complete exit survey and interview with department head.
11. \_\_\_\_ Return office key to graduate program administrator.