Department of Civil Engineering

GRADUATE PROGRAM CHECKLIST

M.S. Degree (Thesis Option)

NAME: ______________________________________ START DATE: ______________________

__ 1. **Meet with your assigned Academic Advisor** at the beginning of your first semester to review previous training and develop a proposed program of study.

__ 2. **Complete courses to remove undergraduate deficiencies** (if applicable) by the end of your second semester in residence.

__ 3. **Select a Thesis Advisor and Thesis Committee.** You should select your Thesis Advisor and Thesis Committee by the end of your second semester in the program. The Committee shall consist of a minimum of three members of the Graduate Faculty (including the Thesis Advisor). Submit a completed and signed “Thesis/Dissertation Faculty Committee Form” to the Civil Engineering Graduate Coordinator.

__ 4. **Write your Thesis Proposal,** in consultation with your Thesis Advisor, before the end of your second semester in residence. Allow two weeks for your Thesis Committee members to read it and then schedule a meeting with the Committee to defend your proposal. Submit a copy of the approved proposal and a completed “Thesis/Dissertation Proposal Defense Form,” signed by all of the committee members, to the Civil Engineering Graduate Coordinator. *The deadline for writing and presenting your thesis proposal may be extended with the approval of your Thesis Advisor; however, you will not be allowed to sign up for thesis hours (CIVL 7996) until your Thesis Proposal has been accepted.*

__ 5. **Complete your graduate course work.** You must complete 30 semester-hours of coursework, including 6 hours of thesis credit. A minimum of 18 hours of 7000-level CIVL coursework is required. No more than 9 hours of advisor-approved 6000-level or non-CIVL coursework will be allowed. Classes taken outside the department must be approved by your advisor and must complement your program of study in Civil Engineering.
6. **Complete and submit all required graduation documents** during the semester **before** you intend to graduate. Submit your “Apply to Graduate” form online. Fill out your “Master’s Degree Candidacy Form” online, print it, have your Academic Advisor sign it, then give it to the Civil Engineering Graduate Coordinator along with a “Candidacy Form Signature Page” obtained from the Civil Engineering Department website.

7. **Check the Graduate School website** for thesis submission deadlines.

8. **Schedule your thesis defense** in consultation with your Thesis Committee. You must formally announce your upcoming defense using the “Thesis/Dissertation Defense Announcement Form” online. This form must be submitted **three weeks** prior to the date of your defense.

9. **Submit your thesis** to your Thesis Committee for review at least **two weeks** prior to the date of your defense.

10. **Defend your thesis.** Once you have successfully defended your thesis and passed your oral comprehensive exam, your Thesis Committee will complete and sign a “Thesis/Dissertation Final Defense Results Form,” an “Assessment of Defense Results” form, a “Comprehensive Examination Results” form, and an “Assessment of Comprehensive Exam Results” form and submit them to the Civil Engineering Graduate Coordinator. The assessment forms are on the Civil Engineering Department website; the others are available on the Graduate School Forms page.

11. **Make any and all corrections** recommended by the Thesis Committee.

12. **Submit your corrected thesis** as a Word document to the Graduate School for review by e-mailing it to gsgraduateanalyst@memphis.edu from your university e-mail account along with a “Thesis/Dissertation Approval Form,” signed by all of your committee members and a copy of your Thesis/Dissertation Checklist.

13. **Make any and all corrections** recommended by the Graduate School.


15. **Enjoy your new career!**

Revised 06/22/16