**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 Committeeshall 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](http://www.memphis.edu/gradschool/resources/forms_index.php)”(obtained from the Graduate School Forms webpage) to the Civil Engineering Graduate Coordinator (henceforth called the 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. Once you have successfully defended your proposal, your Advisory Committee will complete and sign a “[Thesis/Dissertation Proposal Defense Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” (obtained from the Graduate School Forms webpage) and submit it to the 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 course work 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](http://www.memphis.edu/gradschool/resources/forms_index.php)” form from your MyMemphis portal. Complete your “[Master’s Degree Candidacy Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” (obtained from the Graduate School Forms webpage) and **be sure to follow the instructions**! In particular, make sure you only include the 24 credit hours of coursework and 6 hours of thesis credits you are applying to your degree, even if you took more than 6 hours of CIVL 7996 or more than 24 hours of coursework.
7. **Check the Graduate School website** for thesis and comprehensive exam submission deadlines.
8. **Schedule your thesis defense** in consultation with your Thesis Committee. You must formally announce your defense using the “[Thesis/Dissertation Defense Announcement Form](https://memphis.co1.qualtrics.com/jfe/form/SV_6A3iFZELrGYXohf)” (obtained from the Graduate School Forms webpage). Also, send an e-mail to the Dean’s Office ([dascott@memphis.edu](mailto:dascott@memphis.edu)) with all of the same information you entered into the online form. 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 defense doubles as an oral comprehensive exam), your Thesis Committee will complete and sign a “[Thesis/Dissertation Final Defense Results Form](http://www.memphis.edu/gradschool/resources/forms_index.php),” an “[Assessment of Defense Results](http://www.memphis.edu/ce/docs/assessment_of_defense_results.docx)” form, a “[Comprehensive Examination Results](http://www.memphis.edu/gradschool/resources/forms_index.php)” form, and an “[Assessment of Comprehensive Exam Results](http://www.memphis.edu/ce/docs/assessment_of_comprehensive_exam_results.docx)” form and submit them to the Civil Engineering Graduate Coordinator. The assessment forms are on the Civil Engineering Department Forms website; the others are available on the Graduate School Forms website.
11. **Make any and all corrections** recommended by the Thesis Committee**.**
12. **Upload your defended and corrected thesis** to the UofM ETD site at <https://umwa.memphis.edu/etd/> by the thesis review deadline and submit a “[Thesis/Dissertation Approval Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” signed by your committee members and a copy of your “[Thesis/Dissertation Checklist](http://www.memphis.edu/gradschool/resources/forms_index.php)” directly to [gsgraduateanalyst@memphis.edu](mailto:gsgraduateanalyst@memphis.edu). These documents, found on the Graduate School Forms page, do not need to be signed by the Graduate Coordinator..
13. **Make any and all corrections** recommended by the Graduate School (if needed).
14. **Upload your final corrected thesis (if needed)** to the UofM ETD site at <https://umwa.memphis.edu/etd/> by the thesis final submission deadline[.](mailto:mstout@memphis.edu)
15. **Enjoy your new career**!