All MS Students:

1. Enroll in a graduate level course at UTD.
2. Get your final degree plan approved by an MS Advisor a semester before the graduating semester and mail to ecegradprogram@utdallas.edu.
3. Request graduation audit.
4. Make certain to complete all incomplete grades. Contact the course instructor regarding change of grade. Check the Registrar's Office to be certain any necessary grade change forms have been received.
5. Make certain that you submit a Repeated Course Adjustment form for each course repeated, to the Registrar's Office.
6. Pay all necessary fees in the Records or Bursar's Office.
7. Check with a Graduate Advisor for any holds that may be on your student account.
8. Once made eligible to graduate, apply for graduation by specified deadline.
9. Withdraw graduation application, if applicable.

Master's Thesis Requirements Completion:

1. Check the Office of Graduate Education for the deadline dates for the semester in which you plan to graduate; including both formatting and documents submissions **guidelines**. Plan your thesis defense, at least, two weeks before the final thesis copy submission deadline.
2. When your supervising professor declares you are ready to defend your thesis, distribute thesis copies to all committee members. Most departments require at least two weeks to review it.
3. When all committee members agree that you are ready to defend, schedule your thesis final oral presentation. Contact your MS Thesis Advisor's administrative assistant for venue reservation.
4. Complete the **UTD Copyright Tutorial for Graduate Students** through eLearning.
5. Upload a PDF of your thesis for initial format check and your UTD Copyright Training Certificate of Completion to the thesis submission webpage.
6. Upload your thesis to Turnitin.com for a citation check.
7. Bring a printed copy of a Master's Thesis Examination Report to your thesis defense and successfully complete your thesis final oral examination.
8. When you pass your thesis final oral examination and your committee is satisfied with your thesis, email your Master's Thesis Examination Report to the ECE Graduate Program Office.
9. Upload the final version of your thesis with **unsigned** signature page for a final format check, including other mandatory forms to the Thesis Submission website, at least, one week before the final approval deadline.
10. If priority graduating: complete your dissertation requirements within the *Priority Graduation* deadlines; request graduation audit for the following semester; once made eligible to graduate, apply for graduation by specified deadline; pay $100 fee when billed after Census day.

Master's Candidates - Abstract maximum = 150 words