

ISE MSIE Degree Checklist

You should complete the following checklist as well as notify the Graduate School that you are eligible to graduate in your final semester. This must be done **no later than four weeks before the last day of classes**. For all degrees, to receive a diploma at graduation you must apply through [MyPack Portal](#).

	Title		Title		Title
A/C	Advisor/Chair	GAC	Graduate Advisory Committee	GSO	Graduate School Office
DGP	Director of Graduate Programs	GS	Graduate Secretary	ST	Student

Completion Date	Required Activity	Responsibility
_____	Assignment of interim advisor	DGP
_____	Coursework planning	ST, A/C
_____	Select major advisor or chair	ST
_____	Form Graduate Advisory Committee	ST, A/C, GS, DGP
_____	Submit Plan of Graduate Work	ST, A/C, GS, DGP
_____	Develop thesis research plan; submit written protocol to committee	ST
_____	Approve thesis proposal	GAC
_____	Attend thesis workshop	ST
_____	Submit thesis draft to committee chair for his/her review	ST, A/C
_____	With chair approval, submit draft to committee for review; discuss dates for oral examination	ST, GAC
_____	Notify graduate secretary to schedule oral examination two and a half weeks advanced notice is required. Submit brief abstract of thesis	ST, A/C, DGP, GAC, GS
_____	Notification of final oral examination date	ST, GS, GSO
_____	Thesis revisions (if necessary) to committee	ST
_____	Discussion of oral examination procedures	ST, A/C
_____	Oral examination; report of results to Graduate School through graduate secretary	A/C, GS
_____	Submit copies of thesis to Graduate School; appointment with Thesis Editor is required	ST
_____	Apply for graduation before deadline	ST