

BS/MS Checklist

Undergraduate Career-

Fall Junior Year:

- Take the GRE (Holiday Recess is a good time to consider taking it)
 - Send scores to UofU Mechanical Engineering Department

Spring Junior Year:

- Apply to the BS/MS program by March 15
 - <http://mech.utah.edu/academics/undergraduate/current-students/combined-bsms-degree-requirements/bs-ms-application/>
 - Statement of purpose
 - Current resume
 - DARS report
 - Letter of support from one ME faculty member
 - GRE scores

Summer between Junior and Senior Year:

- Begin research for MS Thesis
 - Research may be incorporated into the Senior Capstone Design Sequence

Fall Senior Year:

- Meet with your Undergraduate Advisor to choose technical electives
 - Contact Professor and Graduate Advisor for permission codes to register for 6000-level classes and above
- Retake the GRE if needed

Spring Senior Year:

- Take 1-2 6000-level technical electives
 - Contact Professor and Graduate Advisor for permission codes to register for 6000-level classes and above
- Apply for Graduate Status through admissions <https://app.applyyourself.com/?id=utahgrad>
 - December 1/April 1 for Fall admissions
 - February 15/March 15 for Summer admissions
 - Required materials
 - Official GRE scores (should have already been sent to the department)
 - Statement of purpose (can recycle from BS/MS application)
 - Resume (can recycle from BS/MS application)
 - Three letters of recommendation (one letter can be recycled from BS/MS application)
 - Unofficial transcripts
 - Application fee
 - Review Application Instructions for help
 - <http://mech.utah.edu/academics/grads/admissions/>
- Contact professors to look for assistantships and funding
- Upload a poster of your thesis research to <http://uspace.utah.edu/>

Summer between Senior year and Graduate Program:

- Stay on campus and continue your thesis research
- Fill out TA application <http://mech.utah.edu/ta/ta.php>

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- Meet with Graduate Advisor for New Student Orientation
- Meet or E-mail temporary advisor for class registration consultation
- Review ME Graduate Handbook <http://mech.utah.edu/academics/grads/current-students/>
- Read Graduate Catalog <http://gradschool.utah.edu/graduate-catalog/>
- Register for first semester classes through CIS – contact registrar’s office if you encounter any problems:
 - o 801-581-5808, registrar@sa.utah.edu

Graduate Career-

First Semester:

- Choose focus area
- Choose a permanent faculty advisor
- Choose a supervisory committee with consultation from your faculty advisor
 - o 3 members total
 - Majority must be ME tenured or tenured track faculty
- Create a graduation plan – decide what classes you will take and when, decide on an expected graduation date
 - o Meet with faculty advisor to discuss your plan
- Submit your Request for Graduate Credit in BS/MS Program through the Registrar’s Office
 - o <http://registrar.utah.edu/pdf/notification-graduate-credit.pdf>
- Complete Plagiarism Quiz on Canvas (before November 1/April 1)– Access Canvas through your CIS

Second Semester – Second to last semester:

- Turn in **Request of Supervisory Committee** form
- Turn in **Program of Study** form to Graduate Advisor – due 7 months prior to graduation
 - o 12 credit hours of focus MEEN at a B- or above
 - o 9 credit hours of electives in Math, Science, or Engineering at a B- or above
 - o 9 credit hours of Thesis Research
 - o <http://mech.utah.edu/academics/grads/current-students/bsms-forms/>
- Turn in **Graduation Application** to Registrar’s Office
 - o Meet with your Undergraduate Advisor to fill out the Undergraduate Graduation Application <http://registrar.utah.edu/pdf/undergrad-graduation-application.pdf>
 - <http://registrar.utah.edu/handbook/undergradgraduation.php>

Term	Deadline to Apply
Fall Graduation (December)	June 1
Spring Graduation (May)	November 1
Summer Graduation (August)	February 1

**If a graduation deadline falls on a weekend or holiday, applications will be accepted without a fee through the next business day.*

*Late applications will be assessed a \$25 late fee. **Failure to apply on time may delay your graduation.*

- o Graduate Application <http://registrar.utah.edu/pdf/Graduate%20Student%20Graduation%20Application.pdf>

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TERM	DEADLINE TO APPLY
Fall Graduation (December)	June 1
Spring Graduation (May)	November 1
Summer Graduation (August)	February 1

**If a graduation deadline falls on a weekend or holiday, applications will be accepted without a fee through the next business day.*

- Work with Thesis Office on your manuscript
 - Be sure to follow manuscript guidelines as closely as possible to reduce future editing time
<http://gradschool.utah.edu/thesis/handbook/>
- E-mail Graduate Advisor when registered for last class on your Program of Study
- Check your grades on CIS – you cannot graduate if you have an EU, T, or I grade on your Program of Study

Last Semester:

Before your Defense-

- Meet with the Graduate Advisor to check your graduation status
 - This is also available to view via your Graduate Student Summary on CIS
- Schedule your defense with your Supervisory Committee
- Schedule a room for your defense with the Graduate Advisor
 - When scheduling be sure to account for anticipated manuscript editing time before submission to the Thesis Office
- Meet with your Undergraduate Advisor to make sure you are all set for your undergraduate degree graduation
 - They will need to make sure that your DARs is complete (This is a REALLY IMPORTANT STEP!)
 - MUST be done when you schedule your defense
- Submit your manuscript to your supervisory committee (at least two weeks in advance)
- Send Graduate Advisor your abstract (one week in advance)

The Day of your Defense-

- Come at least 30 minutes early to set up and practice
- Bring at least two copies of the **Supervisory Committee Approval** form and two copies of the **Final Reading Approval** form
 - <http://gradschool.utah.edu/thesis/forms/>
- Pass your defense
 - If your Supervisory Committee passes your manuscript as is, have them also sign your Supervisory Committee Approval form and have your Supervisory Committee Chair sign the Final Reading Approval form
 - If your Supervisory Committee does not pass your manuscript as is, you will have to obtain these signatures following approval of the proposed edits

After your Defense-

- Submit your manuscript with the signed **Supervisory Committee Approval** form, **Final Reading Approval** form, and contact information to the Department Chair for them to read over and sign your Final Reading Approval

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form. The Graduate Advisor will then contact you to come pick it up when the Final Reading Approval form has been signed.

- Submit your manuscript with one copy of the signed Supervisory Committee Approval form and Final Reading Approval form to the Thesis Office; 201 S Presidents Circle, Room 302 Park Building
 - Your manuscript should include a **Statement of Thesis Approval** in front (typed, not signed)
<http://gradschool.utah.edu/thesis/forms/>
 - *Please note you must submit your defended manuscript by the dates listed on the Thesis Office website; <http://gradschool.utah.edu/current-students/graduation-overview-for-masters-candidates/>
- Once format corrections are finished, you will upload the digital version of your manuscript according to ProQuest/UMI instructions
 - *Contact Thesis Office for instructions <http://gradschool.utah.edu/thesis/>
 - ***Please note- A student is not considered “graduated” for merely passing the defense. The thesis must also successfully pass corrections and be published before a degree may be awarded**
 - Please refer to Thesis Website for final submission deadlines;
<http://gradschool.utah.edu/thesis/>
- Check your graduation status on CIS
- Check your grades on CIS – you cannot graduate if you have an EU, T, or I grade on your Program of Study
 - Be sure that you have received CR of all thesis credits