

MSNT Checklist

Pre-First Semester:

- Meet with Graduate Advisor for New Student Orientation
- Check U-mail regularly or have your U-mail forwarded to your personal e-mail address
- 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

First Semester:

- Choose focus area
- Turn in **Program Declaration** form to Graduate Advisor
- 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
- 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 to Graduate Advisor
- Turn in **Program of Study** form to Graduate Advisor – due 7 months prior to graduation (credit hour requirements vary for MS/MBA and specific tracks)
 - o 15 credit hours of focus MEEN at a B+ or above
 - o 15 credit hours of electives in Math, Science, or Engineering at a B- or above
 - o Please indicate any non-matriculated or transfer classes
 - *If you have transfer classes you will need to seek approval from your faculty advisor and meet with the Graduate Advisor to fill out the following form;
<http://admissions.utah.edu/departments/graduate-transfer-credit-authorization.pdf>
- Turn in **Graduation Application** to Registrar’s Office
 - o <http://registrar.utah.edu/pdf/Graduate%20Student%20Graduation%20Application.pdf>

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.*

Last Semester:

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- Turn in **Master's of Science Non-Thesis Comprehensive Exam Registration Form**
 - Due first week of semester
- Review Comprehensive Exam guidelines
- Meet with the Graduate Advisor to check your graduation status
 - This is also available to view via your Graduate Student Summary on CIS
- Study for Comprehensive Exam
- Take Comprehensive Exam
 - Scheduled for a Saturday on the 14th or 15th week of semester
 - Open book, open notes
- 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