

UW CEAS MECHANICAL ENGINEERING MASTERS PROGRAM FRAMEWORK FOR GRADUATION

Student Program Steps	Student Required Action	Timeline for Completion
Defining a Graduate Committee: The student has fully discussed with their research advisor and arrived at a recommendation for committee members who can benefit the student's research and professional development.	Graduate Committee Assignment Form	DUE: within the first 2 semesters.
Scoping a Program of Study: With the input of their advisor the student arrives at a planned set of classroom courses and research.	Program of Study Worksheet	DUE: Student's 3rd Semester.
Application for graduation: once coursework and research is completed student may set a goal for graduation.	Anticipated Graduation Date Instructions	DUE: Student must complete coursework within 6 calendar years after beginning the 1st course on the program of study. (NOTE: program of study form must be updated if actual coursework differs from approved program of study).
Scheduling/announcing the Thesis Defense: The student has the agreement of their Advisor to defend with the research concluded and the thesis in final draft.	The student also must fill out a Defense Template and turn this in to the Department Admin who will then distribute the flyer and list the seminar on the CEAS webpage.	DUE: Announcement must be made at least 2 WEEKS PRIOR to Defense date.
Thesis Defense: the "final exam" as referred to by the Graduate School, the student presents and defends their research in an open forum and further defends the research approach and results in an open and/or closed session to the Graduate Committee.	Report of Final Exam	DUE: Defense must be held after the beginning of the semester of graduation, and no later than 10 days prior to the last day of class of semester graduation.
Thesis Submission: Electronic submission of corrected thesis	PROQUEST	DUE: All graduate paperwork and Thesis uploaded to PROQUEST by the last day of class, of semester of graduation.

All forms and other paperwork should be submitted to the department office associate unless otherwise directed.