

# School of Engineering Graduate School Timelines

## Master's Degree Programs, MS, ME, MCE, MCM\*

Student is admitted meeting application and department requirements

Student forms graduate committee consisting of at least 3 graduate faculty in the department, and decides on thesis or non-thesis (project) option (**This must be completed by the beginning of the second semester**)

### Thesis Option:

Student works with graduate advisor to select courses in area of concentration and files Plan of Study online at: <https://gradplan.engr.ku.edu> (must complete in first semester)

Student completes required coursework (students who attend full-time typically complete coursework in two years)

During semester of graduation, student verifies Plan of Study is complete with department graduate program assistant

Student schedules oral thesis defense date with committee members and informs graduate program assistant 2-3 weeks in advance to date

Graduate program assistant requests degree check from Dean's Office **at least 2 weeks prior to thesis defense date**

Student files application for degree through [Enroll & Pay](#)>Learner Services>Academics>Apply for Degree by semester deadline

Student passes defense and prepares to make any necessary changes to thesis as recommended by committee

Notification that student has passed defense is sent to the Dean's Office

Student submits electronic thesis to ProQuest/UMI at: <http://dissertations.umi.com/ku/> and any additional bound copies required by the department; thesis is checked for Graduate School formatting standards

Student verifies with Dean's Office that all degree requirements are complete, turns in thesis Title and Acceptance pages

Student graduates

### Non-Thesis (Project) Option:

Student works with graduate advisor to select courses in area of concentration and files Plan of Study online at: <https://gradplan.engr.ku.edu> (must complete in first semester)

During semester of graduation, student verifies Plan of Study is complete with department graduate program assistant

Student schedules oral project defense date with committee members and informs graduate program assistant of date 2-3 weeks in advance

Graduate program assistant requests degree check from Dean's Office **at least 2 weeks prior to thesis defense date**

Student files application for degree through [Enroll & Pay](#)>Learner Services>Academics>Apply for Degree by semester deadline

Student passes oral defense of project, presentation, or other examination

Notification that student has passed defense is sent to the Dean's Office

Student verifies with Dean's Office that all degree requirements are complete

Student graduates

\*The chart outlines general requirements for the School of Engineering. Students should verify specific departmental requirements with their graduate advisor.