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| **Year** | **Checklist – M.S.** |  |
| **Sem 1** | **Sem 2** |
| **Year 1** | Meet with advisor; update and submit **AME Graduate Student Advising-Mentoring Form** to Administrative Associate. |  |  |
| Complete two semesters of AME 696G.  |  |  |
| Complete two semesters of AME 500 (500A/500B) |  |  |
| Complete core courses offered during first year. |  |  |
| For report or thesis track, identify research area and advisor. |  |  |
| Submit **GradPath - Responsible Conduct of Research Statement**. |  |  |
| Submit **GradPath - Transfer Credit Form** if you want coursework from other institutions to be applied to your program. |  |  |
| **Master’s/Specialist Plan of Study** to be submitted online via GradPath. |  |  |
| **Year 2** | Meet with graduate advisor and update Plan of Study, if necessary. Send all changes to the Graduate College. |  |  |
| Complete course requirements: Thesis - 26 units /Report 29 units/Coursework Only 32 units: |  |  |
| * 6 units from AME 500A, 500B
 |  |  |
| * 2 units AME 696G
 |  |  |
| * 6 units Thesis or 3 units Master's Report
 |  |  |
| * 9 units Core Courses
 |  |  |
| * No more than 6 units non-AME Courses
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| Submit **GradPath - Master’s/Specialist Committee Appointment Form**. **This form is required for students in all M.S. programs – Thesis, Master’s Report, Coursework Only.**  |  |  |
| Complete research and write-up of Thesis/Report. |  |  |
| Select examination committee and schedule your defense. The exam date should be early enough in the semester to complete revisions by Graduate College submission deadlines. |  |  |
| Give copy of Thesis/Report to Committee Members 2 weeks prior to defense. |  |  |
| Schedule room (and projector) for defense; provide date and time of defense to the Graduate Administrative Associate |  |  |
| After thesis/report defense, complete all revisions and submit bound copies to Department Graduate Administrative Associate and advisor/committee members. |  |  |
| Graduate Administrative Associate will submit Change of K Grades form (for Thesis/Research/Report courses) to Graduate College as well as notify Graduate College that you have completed your degree requirements. |  |  |
| Make graduation plans: * Let the Business Manager know if you plan to walk in PreCommencement;
* Submit PowerPoint slide with bio;
* Purchase announcements/tickets.
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