



UNC CHARLOTTE

The WILLIAM STATES LEE COLLEGE of ENGINEERING

Department of Electrical and Computer Engineering
Master of Science in Electrical and Computer Engineering

Graduation Checklist – Master’s Thesis

The following requirements are necessary to complete your Graduation File so that you may be cleared for Graduation. It is **YOUR** responsibility to keep track of the [Academic Calendar](#) for any deadlines, as this will impact your ability to graduate in the semester you have selected. Please ensure that you keep copies of **all** documents for your records.

- DegreeWorks:** Check your DegreeWorks audit via [My UNCC](#) and make sure that you are not missing any classes.
- Register:** All students are **REQUIRED** to be registered in the term/semester of their Graduation. Please discuss the number of credits with your advisor.
- Online Graduation Application must be submitted to the Graduate School by deadline indicated on the [Academic Calendar](#).** This can be completed via [My UNCC](#).
- Proposal Defense for Doctoral Dissertation and/or Master's Thesis/ Project:** This [form](#) is REQUIRED by the Graduate School and must be submitted for accreditation purposes prior to the time of your defense.
- Complete Appointment of Master’s Thesis Form:** This is a [form](#) that must be submitted for all MSEE Thesis students.
- Submit Dissertation Draft to Your Advisor:** This should be done at least five weeks prior to your defense date to allow for appropriate feedback.
- Submit Dissertation Draft to Your Committee:** This should be done at least three weeks prior to your defense to allow for appropriate feedback.
- Read “[The Manual of Formatting Requirements for Thesis and Dissertations](#)”** - Available on the Graduate School’s website.
- Pre-Defense Formatting Review of Thesis:** This must be scheduled prior to the Review Deadline indicated on the [Academic Calendar](#). Please contact Julie Green at jhgreen@uncc.edu to make an appointment.
- Thesis Defense Date:** Must be scheduled prior to the Defense Deadline indicated on the [Academic Calendar](#).
- Reserve a Room:** Please contact Michele Wallace at mwalla38@uncc.edu if you need to reserve a room. If you reserve a room, your email request must include the following: date, start and end time, number of participants in room, and any additional room requirements. For Fall 2020, Spring 2021, and Summer 2021 semesters, you also have the option to conduct this via Zoom, WebEx, or Google Meet if you choose. Discuss with your advisor and committee which option is preferred.
- Defense Report for Doctoral Dissertation or Master’s Thesis Form:** Fill out the [form](#) to collect all signatures of the committee after your defense. Be sure to submit within 24 hours of Defense, no later than the deadline listed in the [Academic Calendar](#).
- Submit the SACS Written and Oral Reports:** These rubrics are now Google forms and can be found on the ECE department [website](#). Submit after final defense is completed.
- Thesis Title Page with Original Committee Signatures:** Submit to the Graduate School within 24 Hours after Defense, no later than deadline listed in the [Academic Calendar](#).
- Post-Defense Formatting Review of Thesis:** This must be scheduled prior to the Deadline indicated on the [Academic Calendar](#). Please contact Julie Green at jhgreen@uncc.edu for an appointment.
- Electronic submission of thesis to our ETD vendor [ProQuest](#).** Format must be approved prior to submission. Please contact Julie Green at jhgreen@uncc.edu for an appointment. See the “[The Manual of Formatting Requirements for Theses and Dissertations](#)” for further information on the Graduate School’s website.