MSEE Thesis- Graduation Checklist

Please keep track of the Academic Calendar for any deadlines, as this will impact your ability to graduate in the semester you have selected.

Most of what you will need can be found on the graduate school's checklist for graduation.

- ☐ **DegreeWorks:** Check your DegreeWorks audit and make sure to meet all degree requirements and milestones.

- ☐ **Register:** All students are **REQUIRED** to be registered in the term/semester of their Graduation. Graduate students who have completed all required coursework and submitted required degree milestone forms to the Graduate School may request - via Academic Petition - to enroll in special Full-Time Enrollment or Residency course options (GRAD 9800 or GRAD 9999).

- ☐ **Online Graduation Application:** Must be submitted to the Graduate School by the deadline indicated on the Academic Calendar. This can be completed via My Charlotte.

- ☐ **Appointment of Master's Thesis Committee:** Submit the Appointment of the Master's Thesis Committee Form. Students cannot proceed to the proposal defense without an approved committee.

- ☐ **Proposal Defense for Master's Thesis/ Project:** Submit the Proposal Defense for Master's Thesis Report. If your research requires IRB/IACUC/IBC approval, the approval memo email should be forwarded to gradschoolforms@charlotte.edu once it is received or at the latest within one day of the FINAL defense. Please specify "Master's Documents" in the email subject line.

- ☐ **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.

- ☐ **Pre-Defense Formatting Review of Thesis:** Students are highly encouraged to attend a Formatting Workshop prior to their thesis defense and final submission to ProQuest. Workshops occur approximately every two weeks and can be found on the Center for Graduate Life and Learning's calendar. There is formatting information under the Thesis and Dissertation tab. A Formatting and Submission playlist can also be found on the Center for Graduate Life and Learning's YouTube channel. Note: There is no official formatting review requirement prior to the final submission to ProQuest.

- ☐ **Thesis Defense Date:** Must be scheduled prior to the Defense Deadline indicated on the Academic Calendar.

- ☐ **Reserve a Room:** Please contact the ECE Department if you need to reserve a room. If you reserve a room, your request must include the following: date, start and end time, number of participants in room, and any additional room requirements.
- ☐ **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**: Available via Google Form: [SACS Google Form for Committee Members](#) Or as hard copies, if preferred:
  - [SACS Learning outcomes assessment rubric for Written Reports (SACS-Rubric-WR)](#)
  - [SACS Learning outcomes assessment rubric for Oral Presentation (SACS-Rubric-OP)](#)

  Be sure to submit within 24 hours of Defense, no later than the deadline listed in the [Academic Calendar](#).
- ☐ **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](#).
- ☐ **Master's Thesis Submission:** After the thesis final defense and after you have completed any revisions required by your committee:
  - Submit the [Master's Thesis Submission and ETD Signature Form](#) to gradschoolforms@uncc.edu. Pay the **required $45 submission fee** and **optional $75 copyright registration fee** through the **[Payment Portal](#)**. Another option is to register your copyright yourself for only $65 at [copyright.gov](#), which you can do at any point. However, you must pay the $45 submission fee regardless! Hard copies ordered through ProQuest must be paid for on ProQuest's website; otherwise, you will make no payments directly to ProQuest.
  - Create your [ProQuest](#) account and submit a PDF of your thesis. For ProQuest's submission instructions, **[see this page](#)**.