

MSNT Checklist

Pre-First Semester:

- Meet with Graduate Advisor for New Student Orientation
- Check U-mail regularly or have your U-mail forwarded to your personal e-mail address
- Meet or E-mail temporary advisor for class registration consultation
- Review ME Graduate Handbook <http://mech.utah.edu/academics/grads/current-students/>
- Read Graduate Catalog <https://gradschool.utah.edu/catalog/index.php>
- Register for first semester classes through CIS – Call registrar’s office if you encounter any problems: 801-581-5808

First Semester:

- Choose focus area
- Choose a permanent faculty advisor
- Choose a supervisory committee with consultation from your faculty advisor
- Create a graduation plan – decide what classes you will take and when, decide on an expected graduation date
 - o Meet with faculty advisor to discuss your plan
- Complete Plagiarism Quiz on Canvas (before November 1/April 1)– Access Canvas through your CIS

Second Semester – Second to last semester:

- Turn in Program of Study Form to Graduate Advisor – Due 7 months prior to graduation
 - o 15 credit hours of focus MEEN at a B+ or above
 - o 15 credit hours of electives in Math, Science, or Engineering at a B- or above
 - 6 credit hours must be 7000-level regular ME courses
- Turn in Graduation Application to Registrar’s Office
 - o http://registrar.utah.edu/_pdf/Graduate%20Student%20Graduation%20Application.pdf

| TERM | DEADLINE TO APPLY |
|----------------------------|-------------------|
| Fall Graduation (December) | June 1 |
| Spring Graduation (May) | November 1 |
| Summer Graduation (August) | February 1 |

**If a graduation deadline falls on a weekend or holiday, applications will be accepted without a fee through the next business day.*

Last Semester:

- Turn in Master’s of Science Non-Thesis Comprehensive Exam Registration form
 - o Due first week of semester
- Review Comprehensive Exam guidelines
- Meet with Graduate Advisor to check your graduation status
- Study for Comprehensive Exam
- Take Comprehensive Exam
 - o Scheduled for a Saturday on the 14th or 15th week of semester
 - o Open book, open note
- Check your graduation status on CIS

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- Check grades on CIS – You cannot graduate if you have EU, T, or any I grades on your Program of Study