BS/MS Checklist

Undergraduate Career-

Fall Junior Year:
- Take the GRE (Holiday Recess is a good time to consider taking it)
  - Send scores to UofU Mechanical Engineering Department

Spring Junior Year:
- Apply to the BS/MS program by March 15
  - [http://mech.utah.edu/academics/undergraduate/current-students/combined-bsms-degree-requirements/bs-ms-application/](http://mech.utah.edu/academics/undergraduate/current-students/combined-bsms-degree-requirements/bs-ms-application/)
    - Statement of purpose
    - Current resume
    - DARS report
    - Letter of support from one ME faculty member
    - GRE scores

Summer between Junior and Senior Year:
- Begin research for MS Thesis
  - Research may be incorporated into the Senior Capstone Design Sequence

Fall Senior Year:
- Meet with your Undergraduate Advisor to choose technical electives
  - Contact Professor and Graduate Advisor for permission codes to register for 6000-level classes and above
- Retake the GRE if needed

Spring Senior Year:
- Take 1-2 6000-level technical electives
  - Contact Professor and Graduate Advisor for permission codes to register for 6000-level classes and above
- Apply for Graduate Status through admissions [https://app.applyyourself.com/?id=utahgrad](https://app.applyyourself.com/?id=utahgrad)
  - December 1/April 1 for Fall admissions
  - February 15/March 15 for Summer admissions
    - Required materials
      - Official GRE scores (should have already been sent to the department)
      - Statement of purpose (can recycle from BS/MS application)
      - Resume (can recycle from BS/MS application)
      - Three letters of recommendation (one letter can be recycled from BS/MS application)
      - Unofficial transcripts
      - Application fee
    - Review Application Instructions for help
      - [http://mech.utah.edu/academics/grads/admissions/](http://mech.utah.edu/academics/grads/admissions/)
- Contact professors to look for assistantships and funding
- Upload a poster of your thesis research to [http://uspace.utah.edu/](http://uspace.utah.edu/)

Summer between Senior year and Graduate Program:
- Stay on campus and continue your thesis research
- Fill out TA application [http://mech.utah.edu/ta/ta.php](http://mech.utah.edu/ta/ta.php)
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- Meet with Graduate Advisor for New Student Orientation
- Meet or E-mail temporary advisor for class registration consultation
- Read Graduate Catalog [http://gradschool.utah.edu/graduate-catalog/](http://gradschool.utah.edu/graduate-catalog/)
- Register for first semester classes through CIS – contact registrar’s office if you encounter any problems:
  - 801-581-5808, registrar@sa.utah.edu

Graduate Career -
First Semester:

- Choose focus area
- Choose a permanent faculty advisor
- Choose a supervisory committee with consultation from your faculty advisor
  - 3 members total
  - Majority must be ME tenured or tenured track faculty
- Create a graduation plan – decide what classes you will take and when, decide on an expected graduation date
  - Meet with faculty advisor to discuss your plan
- Submit your Request for Graduate Credit in BS/MS Program through the Registrar’s Office
  - [http://registrar.utah.edu/_pdf/notification-graduate-credit.pdf](http://registrar.utah.edu/_pdf/notification-graduate-credit.pdf)
- Complete Plagiarism Quiz on Canvas (before November 1/April 1) – Access Canvas through your CIS

Second Semester – Second to last semester:

- Turn in [Request of Supervisory Committee](http://mech.utah.edu/academics/grads/current-students/bsms-forms/) form
- Turn in [Program of Study](http://mech.utah.edu/academics/grads/current-students/bsms-forms/) form to Graduate Advisor – due 7 months prior to graduation
  - 12 credit hours of focus MEEN at a B- or above
  - 9 credit hours of electives in Math, Science, or Engineering at a B- or above
  - 9 credit hours of Thesis Research
  - [http://mech.utah.edu/academics/grads/current-students/bsms-forms/](http://mech.utah.edu/academics/grads/current-students/bsms-forms/)
- Turn in [Graduation Application](http://registrar.utah.edu/_pdf/Graduate%20Student%20Graduation%20Application.pdf) to Registrar’s Office
  - Meet with your Undergraduate Advisor to fill out the Undergraduate Graduation Application
  - Graduate Application
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- Work with Thesis Office on your manuscript
  - Be sure to follow manuscript guidelines as closely as possible to reduce future editing time
    - http://gradschool.utah.edu/thesis/handbook/
- E-mail Graduate Advisor when registered for last class on your Program of Study
- Check your grades on CIS – you cannot graduate if you have an EU, T, or I grade on your Program of Study

Last Semester:
Before your Defense-

- Meet with the Graduate Advisor to check your graduation status
  - This is also available to view via your Graduate Student Summary on CIS
- Schedule your defense with your Supervisory Committee
- Schedule a room for your defense with the Graduate Advisor
  - When scheduling, be sure to account for anticipated manuscript editing time before submission to the Thesis Office
- Meet with your Undergraduate Advisor to make sure you are all set for your undergraduate degree graduation
  - They will need to make sure that your DARs is complete (This is a REALLY IMPORTANT STEP!)
  - MUST be done when you schedule your defense
- Submit your manuscript to your supervisory committee (at least two weeks in advance)
- Send Graduate Advisor your abstract (one week in advance)

The Day of your Defense-

- Come at least 30 minutes early to set up and practice
- Bring at least two copies of the Supervisory Committee Approval form and two copies of the Final Reading Approval form
  - http://gradschool.utah.edu/thesis/forms/
- Pass your defense
  - If your Supervisory Committee passes your manuscript as is, have them also sign your Supervisory Committee Approval form and have your Supervisory Committee Chair sign the Final Reading Approval form
  - If your Supervisory Committee does not pass your manuscript as is, you will have to obtain these signatures following approval of the proposed edits

After your Defense-

- Submit your manuscript with the signed Supervisory Committee Approval form, Final Reading Approval form, and contact information to the Department Chair for them to read over and sign your Final Reading Approval
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- The Graduate Advisor will then contact you to come pick it up when the Final Reading Approval form has been signed.
- Submit your manuscript with one copy of the signed Supervisory Committee Approval form and Final Reading Approval form to the Thesis Office; 201 S Presidents Circle, Room 302 Park Building
  - Your manuscript should include a **Statement of Thesis Approval** in front (typed, not signed)
  - *Please note you must submit your defended manuscript by the dates listed on the Thesis Office website; [http://gradschool.utah.edu/current-students/graduation-overview-for-masters-candidates/](http://gradschool.utah.edu/current-students/graduation-overview-for-masters-candidates/)
- Once format corrections are finished, you will upload the digital version of your manuscript according to ProQuest/UMI instructions
  - *Please note- A student is not considered “graduated” for merely passing the defense. The thesis must also successfully pass corrections and be published before a degree may be awarded
    - Please refer to Thesis Website for final submission deadlines; [http://gradschool.utah.edu/thesis/](http://gradschool.utah.edu/thesis/)
- Check your graduation status on CIS
- Check your grades on CIS – you cannot graduate if you have an EU, T, or I grade on your Program of Study
  - Be sure that you have received CR of all thesis credits