**Department of Civil Engineering
GRADUATE PROGRAM CHECKLIST**
**M.S. Degree (Project Option)**

**NAME: START DATE:**

1. **Meet with your assigned Academic Advisor** at the beginning of your first semester to review previous training and develop a proposed program of study.
2. **Complete courses to remove undergraduate deficiencies** by the end of your second semester in residence.
3. **Select a Project Advisor and Project Committee.** The Committeeshall consist of a minimum of three members (including the Project Advisor), at least two of whom must be CIVL faculty. Submit a completed and signed “[Project Committee Appointment Form](http://www.memphis.edu/ce/docs/ms_project_committee_form.pdf)” **(**obtained from the [Department Forms](https://www.memphis.edu/ce/forms.php) webpage) to the Civil Engineering Graduate Coordinator.
4. **Write your Masters Project Proposal** in consultation with your Project Advisor at least one semester before you intend to graduate. Allow at least one week for your Project Committee members to read it and then schedule a meeting with the Committee to discuss the proposal and your program of study. Submit a copy of the approved proposal and a completed “[Project Proposal Form](http://www.memphis.edu/ce/docs/ms_project_proposal_form.pdf)” (obtained from the [Department Forms](https://www.memphis.edu/ce/forms.php) webpage), signed by all of the committee members, to the CIVL Graduate Coordinator. *You will not be allowed to enroll in CIVL 7993 until you’ve selected your Project Advisor and Project Committee and had your Masters Project Proposal accepted****.***
5. **Complete your graduate course work**. You must complete 30 semester-hours of coursework. A minimum of 18 hours of 7000-level CIVL coursework is required. This includes CIVL 7001, 7012, and 7993. No more than 9 hours of advisor-approved course work below the 7000 level will be allowed. Classes taken outside the department must be approved by your Academic Advisor and must complement your program of study in Civil Engineering.
6. **Complete and submit all required graduation documents** during the semester before you intend to graduate. Submit your “[Apply to Graduate](http://www.memphis.edu/gradschool/resources/forms_index.php)” form from your MyMemphis portal. Fill out your “[Master’s Degree Candidacy Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” (obtained from the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage) and **be sure to follow the instructions**! In particular, make sure you only include the 30 credit hours of coursework you are applying to your degree, even if you took more than 30 credit hours.
7. **Schedule your Oral Presentation (Project Defense)** in consultation with your Project Committee. Your project defense will include an oral comprehensive examination; therefore, it must be scheduled before the Graduate School deadline for submitting comprehensive exam results, which is usually the first day of final exams.
8. **Submit your Masters Project Report** to your Project Committee for review at least 2 weeks prior to your Oral Presentation.
9. **Defend your Masters Project Report.** Once you have successfully defended your project report and passed your comprehensive examination (which is part of your defense), your Project Committee will complete and sign a “[Project Defense Results Form](http://www.memphis.edu/ce/docs/ms_project_defense_form.pdf),” an “[Assessment of Comprehensive Exam Results](http://www.memphis.edu/ce/docs/assessment_of_comprehensive_exam_results.docx)” form, and a “[Comprehensive Exam Results](http://www.memphis.edu/gradschool/resources/forms_index.php)” form and submit them to the Civil Engineering Graduate Coordinator. The first two are available from the [Department Forms](https://www.memphis.edu/ce/forms.php) webpage; the latter is available from the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage.
10. **Create an electronic copy of your Project Report** and e-mail it to the Civil Engineering Graduate Coordinator. This will become a permanent part of your student file.
11. **Enjoy your new career**!