**Department of Civil Engineering  
GRADUATE PROGRAM CHECKLIST**  
**M.S. Degree (Thesis 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** (if applicable) by the end of your second semester in residence.
3. **Select a Thesis Advisor and Thesis Committee.** You should select your Thesis Advisor and Thesis Committee by the end of your second semester in the program. The Committeeshall consist of a minimum of three members of the Graduate Faculty (including the Thesis Advisor). Submit a completed and signed “[Thesis/Dissertation Faculty Committee 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) to the Civil Engineering Graduate Coordinator (henceforth called the Graduate Coordinator).
4. **Write your Thesis Proposal**, in consultation with your Thesis Advisor, before the end of your second semester in residence. Allow two weeks for your Thesis Committee members to read it and then schedule a meeting with the Committee to defend your proposal. Once you have successfully defended your proposal, your Thesis Committee will complete and sign a “[Thesis/Dissertation Proposal Defense 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 submit it to the Graduate Coordinator. *The deadline for writing and presenting your thesis proposal may be extended with the approval of your Thesis Advisor; however, you will not be allowed to sign up for thesis hours (CIVL 7996) until your Thesis Proposal has been accepted.*
5. **Complete your graduate course work**. You must complete 30 semester-hours of coursework, including 6 hours of thesis credit. A minimum of 18 hours of 7000-level CIVL coursework (including CIVL 7996) is required. No more than 9 hours of advisor-approved 6000-level or non-CIVL course work will be allowed. Classes taken outside the department must be approved by your 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. Complete 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 24 credit hours of coursework and 6 hours of thesis credits you are applying to your degree, even if you took more than 6 hours of CIVL 7996 or more than 24 hours of coursework.
7. **Check the Graduate School website** for thesis submission deadlines. The deadlines are at least 6 weeks prior to graduation day and you need to defend your thesis at least one week prior to that, so plan accordingly!
8. **Schedule your thesis defense** in consultation with your Thesis Committee. You must formally announce your defense using the “[Thesis/Dissertation Defense Announcement Form](https://memphis.co1.qualtrics.com/jfe/form/SV_6A3iFZELrGYXohf)” (obtained from the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage). Also, send an e-mail to the Dean’s Office ([ssmathis@memphis.edu](mailto:ssmathis@memphis.edu)) with all of the same information you entered into the online form. This form must be submitted three weeks prior to the date of your defense.
9. **Submit your thesis** to your Thesis Committee for review at least two weeks prior to your defense date. Since our semesters are typically 15 weeks long, and your defense date should be at least seven weeks prior to graduation day, your thesis must be finished by the end of the sixth week of the semester!
10. **Defend your thesis.** Once you have successfully defended your thesis and passed your oral comprehensive exam (your thesis defense doubles as an oral comprehensive exam), your Thesis Committee will complete and sign a “[Thesis/Dissertation Final Defense Results Form](http://www.memphis.edu/gradschool/resources/forms_index.php),” an “[Assessment of Defense Results](http://www.memphis.edu/ce/docs/assessment_of_defense_results.docx)” form, a “[Comprehensive Examination Results](http://www.memphis.edu/gradschool/resources/forms_index.php)” form, and an “[Assessment of Comprehensive Exam Results](http://www.memphis.edu/ce/docs/assessment_of_comprehensive_exam_results.docx)” form and submit them to the Civil Engineering Graduate Coordinator. The two assessment forms are on the [Department Forms](https://www.memphis.edu/ce/forms.php) webpage; the others are available on the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage.
11. **Make any and all corrections** recommended by the Thesis Committee**.**
12. **Upload your defended and corrected thesis** to the UofM ETD site at <https://umwa.memphis.edu/etd/> by the submission deadline and submit a “[Thesis/Dissertation Approval Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” signed by your committee members and a copy of your “[Thesis/Dissertation Checklist](http://www.memphis.edu/gradschool/resources/forms_index.php)” directly to [gsgraduateanalyst@memphis.edu](mailto:gsgraduateanalyst@memphis.edu). These documents, found on the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage, do not need to be signed by the Graduate Coordinator.
13. **Make any and all corrections** recommended by the Graduate School (if needed).
14. **Upload your final corrected thesis (if needed)** to the UofM ETD site at <https://umwa.memphis.edu/etd/> by the thesis final submission deadline[.](mailto:mstout@memphis.edu)
15. **Enjoy your new career**!