

# College of Engineering

## Masters Graduate Student Checklist

| EXPECTED | ACTUAL | MILESTONE |
|----------|--------|-----------|
|----------|--------|-----------|

**First Semester**

|       |   |
|-------|---|
| _____ | Student receives advising from Research Advisor (or Graduate Coordinator/Department Chair, if Research Advisor has not been chosen), and starts the program |
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**Second Semester**

|       |  |
|-------|--|
| _____ | If not already chosen, student chooses study option (thesis, project, or courses-only):                |
| _____ | Student chooses a thesis advisory Committee Chair (no later than second semester)                      |
| _____ | Student selects other members of their advisory Committee (Chair; minimum two Other committee members) |
|       | Name of Chair: _____   |
|       | Name of Committee Members: _____   |

**Study**

|       |   |
|-------|---|
| _____ | Student, in consultation with advisory committee, prepares and submits Program of |
|-------|---|

**Third Semester**

|       |  |
|-------|--|
| _____ | If requested by the student's advisory committee, the student presents "Thesis/Project Proposal" to Committee (no later than beginning of semester before the expected semester of graduation) |
| _____ | Student applies for Graduation ( <i>Spring Semester: September 1; Summer Semester: February 1; Fall Semester: June 1</i> )   |

**Last Semester**

|       |   |
|-------|---|
| _____ | Student finishes required coursework  |
| _____ | Student requests date for Defense (thesis: at least THREE weeks before Defense; project: at least TWO weeks before Defense)                           |
| _____ | Student submits thesis/project report to Supervisory Committee (thesis: at least TWO weeks before Defense; project: at least ONE week before Defense) |
| _____ | Student submits defense announcement to College at least TWO weeks before Defense,  |
|       | or project (Use this form: <a href="http://tntech.edu/engineering/graduate/defense">tntech.edu/engineering/graduate/defense</a> )                     |
| _____ | Student defends thesis/project; Committee Chair submits results of defense to Graduate School   |
| _____ | If Committee requests changes to thesis, student addresses the changes  |

- \_\_\_\_\_ Once thesis is accepted by the Committee, Student submits Certificate of Approval for signatures
- \_\_\_\_\_ Student submits thesis to the Graduate School (ProQuest) for first mechanical check (thesis only) (allow TWO weeks for this process)
- \_\_\_\_\_ Student submits final approved and signed thesis to Graduate School (thesis only), or to Committee Chair (project only) (at least ONE week before graduation)
- \_\_\_\_\_ If requested by the student's Committee Chair, the student purchases ONE bound copy of the thesis for the Committee Chair, and submits ONE electronic copy to the department (thesis only)

Last update 08/2025