MS Thesis Checklist

1. Pre-Graduating Quarter

☐ Identify a research advisor

☐ Enroll in ECE 299 with your research advisor
  ● Make sure you have 12 units of ECE 299 completed or in progress before your defense

☐ Secure a committee of 3 tenured/tenure-track faculty members
  ● This includes your Chair (as one of the members)
  ● At least 2 of the committee members must be ECE faculty, one of which must be your Chair
  ● If your Chair is NOT in ECE, then you MUST have an ECE co-chair, and find one additional member from ECE to complete your committee

2. Graduating Quarter

☐ Inform primary ECE Grad Advisor about thesis members, date of defense and title of defense so that they could input it onto the Thesis Committee form. They will help you book your room. This needs to happen by Friday of week 2, the latest.

☐ Attend preliminary thesis appointment with Graduate Division
  ● Upload your rough draft thesis to the Graduate Division website (they will explain where to upload it).

☐ Pick up your Final Report Form before your exam date

☐ Defend Thesis
  ● Get your Final Report Form Signed by the committee members
  ● Bring the Final Report Form to the ECE Student Affairs Office so that we could get the Chair's signature
  ● Pick up the signed form once the Chair signs

☐ Bring the Final Report Form to the Cashier's Office and pay the $25 thesis fee (the Cashier's Office accepts cash or check)

☐ Attend final-thesis appointment with Graduate Division and turn in your signed Final Report Form.
  ● Upload your final draft thesis to the Graduate Division website (they will explain where to upload it).