

Utah State University

Department of Electrical and Computer Engineering

Master of Science (MS/A) Degree Timeline

1st Semester

- ✓ Form a Supervisory Committee that consists of at least three members – major professor, a committee member, and a committee member outside your field of research (not necessarily outside of the department).
- ✓ Once all members have agreed to be on your committee, email the names to Tricia.
- ✓ Tricia will complete the form required by the Graduate School.
- ✓ Discuss your research topic and required course work with your Supervisory Committee and submit a check sheet to Tricia.

Thesis Proposal

- ✓ Attend a REQUIRED ECE Proposal Workshop.
- ✓ Must be submitted by the end of the 2nd semester. Students cannot defend the same semester that the proposal is submitted.

Major Professor Review

- ✓ Attend a REQUIRED ECE Format Workshop and an optional Graduate School Format Workshop.
- ✓ At least six weeks prior to defense, submit your paper to your major professor for the initial read and revisions.

Committee Review

- ✓ Once your major professor has tentatively approved your paper, send it to the other committee members for their review. This needs to be done at least four weeks prior to the defense.

Scheduling Defense

- ✓ Coordinate a date and time with your committee.
- ✓ Email Tricia the date and time, an electronic copy of your title page, an abstract, and a picture of yourself. This needs to be done at least 10 **working** days before you want to defend.
- ✓ Tricia will reserve a room for you, check your file for accurateness, and submit your Appointment for Exam to the Graduate School.
- ✓ You will be notified by email when your Appointment for Exam has finished the approval process and your defense has been scheduled with the Graduate School.
- ✓ Tricia will send you the following forms to fill out and send back to her – Alumni Card, Placement Survey, Consent to Post, and a ServiceNow Form.
- ✓ All of these forms **MUST** be submitted to Tricia and approved before your thesis will be submitted for Graduate School review.

Day of Defense

- ✓ Come 30 minutes early to set up.

Format Review Process

- ✓ Can take up to 6 weeks.
- ✓ Your major professor will be responsible for all technical content, writing, and ECE format requirements.
- ✓ FOLLOW ALL INFORMATION GIVEN TO YOU AT THE ECE FORMATTING WORKSHOP. Run a thorough check for spelling, grammar, and punctuation.
- ✓ When your paper is approved by your major professor, he/she must send Tricia your paper electronically. Submitting your paper to Tricia means that it is as complete and finished as you and your committee want it to be. The only corrections allowed after that time are the format ones requested by the Graduate School.
- ✓ Once all the forms are submitted and approved, Tricia will upload your approved title page and thesis for the Graduate School review.
- ✓ The Graduate School will notify you when your paper has been reviewed and let you know if corrections need to be made. If needed, you will make the corrections and send it to your major professor for them to check it again. When approved, have your major professor send Tricia the final version of your paper. She will upload it in Box for the Graduate School's final approval.
- ✓ Tricia will upload your final paper to the ECE web site. (Bound copies are no longer required for USU, but if you would like any personal bound copies, the library will provide that service for you. You will make the copies, take them to the second floor of the library, pay the binding fee, and they will take care of the rest. You can pick them up after the binding is finished.)
- ✓ After everything has been completed, your degree will be closed out and posted on your transcript at the end of the current semester. This could take 6 – 8 weeks. Your diploma will be sent to you 8 – 10 weeks after the end of your last semester.