

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
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: _____
	_____	Student, in consultation with advisory committee, prepares and submits Program of Study
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: tntech.edu/engineering/graduate/defense)
	_____	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