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<td><strong>Upon Arrival</strong></td>
<td>Identify a Faculty Advisor</td>
<td>Complete 12 course credits in Major Area</td>
<td>Submit a Program of Study</td>
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<tr>
<td><strong>Before Graduation</strong></td>
<td>Identify a Thesis Topic</td>
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<td><strong>Semester before Thesis Presentation /Graduation</strong></td>
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<td><strong>At least 2 weeks prior to thesis presentation</strong></td>
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**G.W.Woodruff School Checklist for MSME Thesis Program**

**Georgia Institute of Technology**

**Upon Arrival**
- Identify a Faculty Advisor
- Submit a Program of Study

**Before Graduation**
- Identify a Thesis Topic
- Complete 12 course credits in Major Area
- Identify Thesis Reading Committee
- Complete 6 course credits in Minor Area
- Complete 9 course credits in Thesis Hours
- Complete 3 course credits in Mathematics

**Semester before Thesis Presentation /Graduation**
- Complete Format Check of Thesis (optional)
- Request for Approval of Thesis Reading Committee
- Request for Approval of Thesis Topic
- Apply to Graduate
- Submit Thesis Presentation Announcement

**Final Semester**
- Present Thesis
- Complete Certificate of Thesis Approval and Evaluation Forms

**By semester deadline for thesis submission**
- Submit Thesis
- SmarthTech Repository Agreement Form
- Equipment Checkout Clearance Form
- Enrollment Waiver Form (only if needed)
- Request for Withholding of Thesis/Dissertation (optional)
MSME Thesis Checklist to Graduate

Below is a checklist of actions needed for the ME Thesis Master’s degree. You are responsible to complete all necessary forms, which must be submitted and approved by the stated deadlines. (All forms to be submitted to the Office of Student Services- MRDC 3112)

Further information about all of these items can be found in the Woodruff School Graduate Handbook. For any questions or clarification regarding this checklist, please visit the Woodruff School Office of Student Services- MRDC 3112

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<tr>
<th>Requirement</th>
<th>Category</th>
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<td>1 Identify a Faculty advisor</td>
<td>Thesis</td>
<td>On or before arrival</td>
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<tr>
<td>2 Submit a Master’s Program of Study</td>
<td>Forms</td>
<td>Within first semester</td>
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<tr>
<td>3 Complete 12 course credits in Major Area</td>
<td>Course work</td>
<td>By graduation</td>
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<tr>
<td>4 Complete 6 course credits in Minor Area</td>
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<td>7 Identify a Thesis Topic and your Thesis Reading Committee</td>
<td>Thesis</td>
<td>During semester prior to Thesis Presentation</td>
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<td>8 Apply to Graduate</td>
<td>Forms</td>
<td>One semester before your expected graduating semester</td>
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<tr>
<td>9 Request for Approval of Master’s Thesis Topic</td>
<td>Forms</td>
<td>Semester before you are ready to present your thesis</td>
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<tr>
<td>10 Approval of your Topic and Reading Committee</td>
<td>Forms</td>
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</tr>
<tr>
<td>11 Submit Thesis Presentation Announcement</td>
<td>Forms</td>
<td>At least two weeks (14 days) prior to the thesis presentation</td>
</tr>
<tr>
<td>12 Complete Certificate of Thesis Approval and Evaluation Forms</td>
<td>Forms</td>
<td>Prepare and bring to thesis presentation for committee signatures</td>
</tr>
<tr>
<td>13 Complete Format Check of Thesis (optional)</td>
<td>Thesis</td>
<td>1 week before submission of your thesis</td>
</tr>
<tr>
<td>14 Submit Master’s Thesis</td>
<td>Thesis</td>
<td>By semester deadline for thesis submission</td>
</tr>
<tr>
<td>15 Request for Withholding of Thesis/Dissertation (optional)</td>
<td>Forms</td>
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</tr>
<tr>
<td></td>
<td>Form Name</td>
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<td>16</td>
<td>Complete all documents prior to graduation</td>
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<td>17</td>
<td>SmarTech Repository Agreement Form</td>
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<td>Equipment Checkout Clearance Form</td>
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## Detailed Instructions

### 1 Identify a Faculty Advisor
Before your first semester, find a faculty advisor. Students can review available faculty by research area here: [http://www.me.gatech.edu/faculty](http://www.me.gatech.edu/faculty). Hiring will depend on the availability of funding in a faculty advisor’s group, along with fit and student performance during interviews with potential faculty advisors. [http://www.me.gatech.edu/graduate/ms/advising](http://www.me.gatech.edu/graduate/ms/advising)

### 2 Submit a Master’s Program of Study
A Ph.D. Program of Study form must be submitted for approval by your faculty advisor and the Woodruff School Graduate Committee before the end of your first semester of doctoral study. This form should be resubmitted if/whenever your Program of Study changes. [https://www2.me.gatech.edu/graddb/forms/student/](https://www2.me.gatech.edu/graddb/forms/student/)

Frequency and timing of Woodruff School graduate courses can be found here: [http://www.me.gatech.edu/hb/apA](http://www.me.gatech.edu/hb/apA)

Sample Programs of Study can be found here: [http://www.me.gatech.edu/hb/apF](http://www.me.gatech.edu/hb/apF)

### 3 Complete 12 course credits in Major Area
The major area must be in a coherent subject area appropriate to ME, or related combinations. If you completed a master's thesis in this area, it may count for nine semester hours toward this requirement (a copy of the M.S. thesis abstract must be attached to the Ph.D. program of study form). ME 6753, ME 6789, and ME 6799 do not meet this requirement.

At least 9 credits (within the major or minor) must be ME xxxx credits. ME xxxx credits do not include thesis credits (ME 7000). At least 15 credits (within the major or minor) must be at 6000-level or above. Special Problem course credits (ME 89xx) may not be counted toward the M.S.M.E. Thesis course credits. The items listed below cannot be used to meet the course requirements for the M.S.M.E. degree:

- Any course in which you do not receive a grade of C or higher
- Any course taken for a nonletter grade (except thesis, transfer credit, or advanced standing)
- Any course required for the B.S.M.E. degree
- ME 7785
- CETL course work
- Professional Master’s Degree course work

### 4 Complete 6 course credits in Minor Area
The coherent minor area must be distinctly different from the major area. Note that ME 6753, ME 6789, and ME 6799 may only be used to satisfy the course work in the coherent minor area. COA 8685-Building Simulation Seminar, COA 8833-Computational Simulation of Build Design, MGT 6165, and BC 6650 may be included in the coherent minor area.
ME 6753 and BC 6650 may not be counted together in the coherent minor area. Any courses within the College of Engineering, College of Science, or College of Computing can be counted toward the minor area.

At least 9 credits (within the major or minor) must be ME xxxx credits. ME xxxx credits do not include thesis credits (ME 7000). At least 15 credits (within the major or minor) must be at 6000-level or above. Special Problem course credits (ME 89xx) may not be counted toward the M.S.M.E. Thesis course credits. The items listed below cannot be used to meet the course requirements for the M.S.M.E. degree:

- Any course in which you do not receive a grade of C or higher
- Any course taken for a nonletter grade (except thesis, transfer credit, or advanced standing)
- Any course required for the B.S.M.E. degree
- ME 7785
- CETL course work
- Professional Master’s Degree course work

5 Complete 9 course credits of Thesis Hours
At least 9 credit hours of ME 7000, or thesis credit hours, must be completed under your thesis advisor.

6 Complete 3 course credits in Mathematics
Only courses from the School of Mathematics fulfill the mathematics requirement (3 credits).

7 Identify a Thesis Topic and your Thesis Reading Committee
Semester before you are ready to present your thesis, a composition of your reading committee should be decided in conjunction with your advisor. The committee consists of at least three members.

http://www.me.gatech.edu/graduate/ms/thesis_process

8 Apply to Graduate
Apply online for graduation one (1) semester before your expected graduating semester.

http://me.gatech.edu/graduate/apply_graduate

9 Request for Approval of Master’s Thesis Topic
Semester before you are ready to present your thesis, fill out the “Request for Approval of Master’s Thesis Topics” form:

http://me.gatech.edu/sites/default/files/original2.mastersthstoptopicform_aug27.pdf

Obtain the signature of only your thesis advisor and hand it in.

In addition, your thesis advisor should email a justification of the composition of your reading committee to Dr. Andrei Fedorov (AGF@gatech.edu) and your academic advisor.

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10 Approval of your Topic and Reading Committee
Once your topic and reading committee are approved, you will receive an email to pick up your “Request for Approval of Master’s Thesis Topics” form. Please obtain the signature of the remaining committee members and hand it back to the Office of Student Services for processing.

11 Submit Thesis Presentation Announcement
Submit your announcement online two weeks (14 days) prior to the presentation. This action must be coordinated with your committee members:
https://www2.me.gatech.edu/graddb/forms/student/
A copy of the completed draft of the thesis should be emailed to your reading committee at the same time.

12 Complete certificate of Thesis Approval and Evaluation Forms
Before your presentation, complete the Certificate of Thesis Approval form:
http://me.gatech.edu/sites/default/files/certifims.pdf, bring it along with 3 copies of the Evaluation forms: http://me.gatech.edu/files/grad/EvaluationForm for your reading committee to sign as acceptance of your presentation/thesis.
Bring all forms to the Office of Student Services for signature of Chair and processing.

13 Complete Format Check of Thesis (optional)
One week before submission of your thesis: Email a PDF of your thesis to thesis@grad.gatech.edu to have the format checked.

14 Submit Master’s Thesis
Submit your thesis electronically on the Graduate Studies website: (Only final copies of documents should be submitted to the electronic thesis and dissertations website.)
http://www.grad.gatech.edu/theses-dissertations-electronic-submission

15 Request for Withholding of Thesis/Dissertation (optional)
If your thesis advisor wishes to withhold your thesis, please complete and hand in to the Graduate Studies Office (318 SAVANT Building):
http://www.grad.gatech.edu/sites/default/files/documents/withholdingform.pdf

16 Complete all documents/forms prior to graduation
Make sure that all documents are completed before graduation deadline:

17 SmarTech Repository Agreement Form
Please complete and hand in to the Graduate Studies Office (318 SAVANT Building):
http://www.grad.gatech.edu/sites/default/files/documents/smartechrepository.pdf

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18 **Enrollment Waiver Form (only if needed)**
Students who have met all requirements for graduation before the last day of registration for the graduation term and who were registered the preceding semester may be eligible for an Enrollment Waiver. The Enrollment Waiver must be submitted before the first day of classes.

Enrollment Waiver form: [http://registrar.gatech.edu/docs/pdf/Enrollment_Waiver_form.pdf](http://registrar.gatech.edu/docs/pdf/Enrollment_Waiver_form.pdf)

Deadline for Enrollment Waiver: [http://www.grad.gatech.edu/theses-dissertations-deadlines](http://www.grad.gatech.edu/theses-dissertations-deadlines)

19 **Equipment Checkout Clearance Form**
A week before you graduate, please complete and hand in the Equipment Checkout Clearance Form (form can be found under the “Forms” tab):
[http://www.me.gatech.edu/hb/apE](http://www.me.gatech.edu/hb/apE)