

G.W.Woodruff School Checklist for MSME Thesis Program Georgia Institute of Technology

	TIMING	THESIS	COURSEWORK	FORMS
Before Graduation	Upon Arrival	Identify a Faculty Advisor		Submit a Program of Study
		Identify a Thesis Topic Identify Thesis Reading Committee	Complete 12 course credits in Major Area 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			Request for Approval of Thesis Reading Committee Request for Approval of Thesis Topic Apply to Graduate
Final Semester	At least 2 weeks prior to thesis presentation	Complete Format Check of Thesis (optional)		Submit Thesis Presentation Announcement
		Present Thesis		Complete Certificate of Thesis Approval and Evaluation Forms
	By semester deadline for thesis submission	Submit Thesis		SmarTech 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

	Requirement	Category	Deadline
<input type="checkbox"/>	1 Identify a Faculty advisor	Thesis	On or before arrival
<input type="checkbox"/>	2 Submit a Master’s Program of Study	Forms	Within first semester
<input type="checkbox"/>	3 Complete 12 course credits in Major Area	Course work	By graduation
<input type="checkbox"/>	4 Complete 6 course credits in Minor Area	Course work	By graduation
<input type="checkbox"/>	5 Complete 9 course credits of Thesis Hours	Course work	By graduation
<input type="checkbox"/>	6 Complete 3 course credits in Mathematics	Course work	By graduation
<input type="checkbox"/>	7 Identify a Thesis Topic and your Thesis Reading Committee	Thesis	During semester prior to Thesis Presentation
<input type="checkbox"/>	8 Apply to Graduate	Forms	One semester before your expected graduating semester
<input type="checkbox"/>	9 Request for Approval of Master's Thesis Topic	Forms	Semester before you are ready to present your thesis
<input type="checkbox"/>	10 Approval of your Topic and Reading Committee	Forms	Semester before you are ready to present your thesis
<input type="checkbox"/>	11 Submit Thesis Presentation Announcement	Forms	At least two weeks (14 days) prior to the thesis presentation
<input type="checkbox"/>	12 Complete Certificate of Thesis Approval and Evaluation Forms	Forms	Prepare and bring to thesis presentation for committee signatures
<input type="checkbox"/>	13 Complete Format Check of Thesis (optional)	Thesis	1 week before submission of your thesis
<input type="checkbox"/>	14 Submit Master’s Thesis	Thesis	By semester deadline for thesis submission
<input type="checkbox"/>	15 Request for Withholding of Thesis/Dissertation (optional)	Forms	By semester deadline for thesis submission

<input type="checkbox"/>	16	Complete all documents prior to graduation	Forms	By semester deadline for thesis submission
<input type="checkbox"/>	17	SmarTech Repository Agreement Form	Forms	By semester deadline for thesis submission
<input type="checkbox"/>	18	Enrollment Waiver Form (only if needed)	Forms	Before the last day of registration for the graduation term
<input type="checkbox"/>	19	Equipment Checkout Clearance Form	Forms	A week before you graduate

[Back to Top](#)

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>. 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>

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/>

Frequency and timing of Woodruff School graduate courses can be found here:

<http://www.me.gatech.edu/hb/apA>

Sample Programs of Study can be found here:

<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.

[Back to Top](#)

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.mastersthstopicform_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.

[Back to Top](#)

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:

<http://www.grad.gatech.edu/sites/default/files/documents/checklist-documents20121.pdf>

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>

[Back to Top](#)

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

Deadline for Enrollment Waiver: <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>

[Back to Top](#)