

**OFFICE OF THE DEAN
SCHOOL OF ENGINEERING AND APPLIED SCIENCE
UNIVERSITY OF VIRGINIA**

REMINDER FOR GRADUATE STUDENTS – MASTER’S PROGRAM – FORM G-120

1). Request your department chairperson to appoint a faculty advisor and transmit this information to the Office of the Dean (A-108 Thornton Hall) on Form G-104.

DUE – AS SOON AS POSSIBLE, BUT NO LATER THAN THE SECOND WEEK OF GRADUATE STUDY.

2). Meet with your advisor and prepare a Program of Study, Form G-101. This program must be approved by your advisor and by the department or curriculum chairperson or a designated committee, and the Office of the Dean (A-108 Thornton Hall). Any changes in this program must be processed in the same fashion on a new Form G-101. If you plan to transfer credit from your previous institution, please use the Transfer of Credit Form G-112, which must be accompanied by an official transcript and a letter certifying course(s) were not used for another degree.

DUE – BY THE END OF THE SECOND SEMESTER OF GRADUATE STUDY.

3). Apply for your degree on Form G-113. In the event of failure to qualify for the degree by the designated date, reapplication is necessary at the appropriate time before the new expected date of graduation.

DUE – BY OCTOBER 1 FOR JANUARY GRADUATION, BY FEBRUARY 1 FOR MAY GRADUATION, AND BY JUNE 1 FOR AUGUST GRADUATION.

4). If you are in the Master of Science program, submit one copy of your thesis to the Office of the Dean (A-108 Thornton Hall) for review. This must be a typed copy (complete and correct except for minor typographical errors) ready for distribution to the examining committee. The copy will be check for format and returned to the candidate. Instructions for format can be obtained from the Office of the Dean (A-108).

DUE – CHECK WITH THE GRADUATE OFFICE TO VERIFY DATE NEEDED.

5). Take the final examination for your master’s degree according to the format specified. The oral part of this examination is public and announcement of it must be distributed one week in advance. Appointment of the examining committee should be made on Form G-105, approved by your department and forwarded to the Office of the Dean (A-108 Thornton Hall) for final approval.

DUE – TIME TO BE ARRANGED AFTER TENTATIVE ACCEPTANCE OF THE THESIS FOR M.S. STUDENTS AND PROJECT RESEARCH, IF ANY, FOR MASTER OF ENGINEERING STUDENTS.

6). Submit three copies* of final revision of the thesis on ACCEPTABLE PERMALIFE PAPER signed by the author and the examining committee members in manila envelopes with the necessary information (see thesis checklist) on the front, along with a Placement Form. Information regarding binding is available in the Office of the Dean (A-108 Thornton Hall).

DUE – CHECK WITH THE GRADUATE OFFICE TO VERIFY DATE NEEDED.

7). Submit the Report of Completion of Master's Degree Requirements on Form G-109 (ME) Form G-110 (MS).

DUE – PROMPTLY AFTER DEFENSE.

8). Submit binding receipt to the Office of the Dean (A-108 Thornton Hall) after delivering copies of thesis to Printing Services, Alderman Library, and making payment for the binding.

DUE – CHECK WITH THE GRADUATE OFFICE TO VERIFY DATE NEEDED.

*This is the minimum number of copies required by the University and does not include a copy for either the thesis director or the student - - each of whom will generally desire copies.

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