

Taking Qualifying Exam

1. Reserve a conference room (ME Graduate Program Office can help you reserve a room in Black)
2. Have POS Committee complete and sign the [PhD Qualifier Form](#) after the exam
3. Return PhD Qualifier Form to ME Graduate Program Office

Taking Preliminary Exam

1. Ensure that POSC is approved by the end of the semester before preliminary exam (see deadlines [here](#))
2. Reserve a conference room (ME Graduate Program Office can help you reserve a room in Black)
3. Submit an [Online Exam Request](#) to the Graduate College at least 3 weeks prior to the exam. Major professor approves request electronically
4. Major professor and student receive Prelim Exam Report form from ME Graduate Program Office after Graduate college approves exam request
5. Return Prelim Exam Report to ME Graduate Program Office after exam

Taking Final Oral Defense

1. Wait at least six months after passing Prelim Exam (PhD students)
2. Ensure that POSC is approved by the end of the semester before exam (see deadlines [here](#))
3. Reserve a conference room (ME Graduate Program Office can help you reserve a room in Black)
4. Submit an [Online Exam Request](#) to the Graduate College at least 3 weeks prior to the exam. Major professor approves request electronically
5. Major professor and student receive Final Oral Exam Report form from ME Graduate Program Office after Graduate College approves exam request
6. Return Final Oral Exam Report to ME Graduate Program Office after exam

Making a Committee Substitution

1. Determine if you would like the substitution to be permanent or only a temporary replacement for an exam
2. If the substitution is permanent, submit an updated POSC
3. If the substitution is temporary, submit a [Request for Committee Substitution](#) to the Graduate College. Major professor and committee members approve request electronically

Completing a Prelim or Final Exam with a Committee Member at a Distance

1. Submit an [Exam with Committee Member at a Distance](#) request to the Graduate College. Major professor and committee member approve request electronically
2. Contact [Joel Buehler](#) for technical assistance

Completing a Prelim or Final Exam at a Distance

1. Contact the Graduate College to inquire if you are eligible to complete your exam at a distance
2. Submit a [Final Oral Exam with Student at a Distance](#) request to the Graduate College. Major professor approves request electronically
3. Contact [Joel Buehler](#) for technical assistance

Completing Program of Study

1. Navigate to POSC form under Graduate Student Status tab on AccessPlus
2. Enter the required information into the form, including the names of your committee members and all of the courses you plan to take to meet the requirements of your degree
3. Submit the form and begin electronic routing
4. Major Professor and all committee members approve
5. Ensure POSC is approved no later than the semester prior to the semester you plan to graduate (see deadlines [here](#)). You may make changes and updates to your POSC after the deadline without it affecting your graduation

Transfer Courses from another Institution

1. Review [Graduate College requirements](#) regarding transfer courses
2. Discuss with major professor to determine which courses can be included on your POSC
3. Submit a POSC that includes the courses you would like to transfer and the corresponding transcript
4. Courses are added to academic record once POSC is approved

Taking an Independent Study (ME 590/690)

1. Complete the [Independent Study Approval Form](#) and submit to ME Graduate Program Office
2. Receive reference number from ME Graduate Program Office one request is approved

Going on an Internship

1. Complete the [ME 697 Engineering Internship Approval Form](#) and submit to ME Graduate Program Office
2. Register for ME 697 to maintain enrollment
3. Submit a one-page memo at the end of the semester to receive a “pass” for ME 697

Changing Degree Tracks or Majors

1. Complete a [Request to Transfer from One Program to Another](#) (section I only) and submit to ME Graduate Program Office

2. Check Graduate Student Status tab on AccessPlus for the updated degree information once request has been approved

Pursuing a M.S. and PhD Concurrently

1. Complete a [Pursuit of Master's and PhD in the Same Department](#) form and submit to ME Graduate Program Office
2. Check Graduate Student Status tab on AccessPlus for updated degree information once request has been approved

Graduating

1. Review and meet required Graduate College steps and deadlines [here](#)
2. Submit and have POSC approved
3. Apply for graduation in AccessPlus
4. Submit [Coursework Only Final Check](#) (MEng students only)
5. Request [Final Oral Exam](#)
6. Hold Final Oral Exam
7. Open thesis/dissertation account with [ProQuest](#)
8. Submit Final Oral Report form and Graduate Student Approval form to ME Graduate Program Office
9. Upload and submit thesis or dissertation to [ProQuest](#)
10. Indicate attendance at university commencement ceremony in AccessPlus. Purchase cap and gown from University Book Store in Memorial Union
11. Review other graduation information [here](#)