MSEE Non-Thesis (Project)- Graduation Checklist

Please keep track of the Academic Calendar for any deadlines, as this will impact your ability to graduate in the semester you have selected.

☐ **DegreeWorks:** Check your DegreeWorks audit and make sure to meet all degree requirements and milestones. You may need to submit an Academic Petition via academicpetition.uncc.edu if courses are not in the correct place.

☐ **Register:** All students are **REQUIRED** to be registered in the term/semester of their Graduation. Graduate students who have completed all required coursework and submitted required degree milestone forms to the Graduate School may request - via Academic Petition - to enroll in special Full-Time Enrollment or Residency course options (GRAD 7800 or GRAD 7999).

☐ **Online Graduation Application:** Must be submitted to the Graduate School by the deadline indicated on the Academic Calendar. This can be completed via My Charlotte.

☐ **Submit Project Report Draft to Your Committee:** This should be done at least three weeks prior to your presentation defense to allow for appropriate feedback.

☐ **Project Defense Date:** Must be scheduled 2 weeks prior to the Defense Deadline indicated on the Academic Calendar. Coordinate with your committee on a date/time.

☐ **Reserve a Room:** Please contact the ECE Department if you need to reserve a room. If you reserve a room, your request must include the following: date, start and end time, number of participants in room, and any additional room requirements.

☐ **Defense Report for Doctoral Dissertation or Master's Thesis Form:** Fill out the form to collect all signatures of the committee after your defense. Be sure to submit within 24 hours of Defense, no later than the deadline listed in the Academic Calendar.

☐ **Submit the SACS Written and Oral Reports**: Available via Google Form: SACS Google Form for Committee Members Or as hard copies, if preferred:

- SACS Learning outcomes assessment rubric for Written Reports (SACS-Rubric-WR)
- SACS Learning outcomes assessment rubric for Oral Presentation (SACS-Rubric-OP)

Be sure to submit within 24 hours of Defense, no later than the deadline listed in the Academic Calendar.