

GRADUATION PROCEDURE
MASTER'S DEGREE PLAN A
University of Connecticut
Civil Engineering Field of Study
Transportation and Urban Engineering Area of Concentration
Revised August, 2013

The graduation process itself is rather confusing. There are numerous forms, procedures, and people to see. If you don't know what you're doing, you end up running around in circles with lots of questions. Since I just went through the process myself a few days ago, I thought it might be helpful to write this short guide (at least for the Plan A masters degree).

I hope you find this document helpful, though it will probably need to be updated again in the future.
–Jason Zheng, 2011

**Updates by Kelly Bertolaccini, 2013*

The process of graduation should begin early in your final semester. The details can be found at the following websites:

- <http://grad.uconn.edu/current/MSProg.html>
- <http://grad.uconn.edu/commencement/commencement.html>
- <http://grad.uconn.edu/forms.html>

IMPORTANT DATES

Nov. 29, 2013 – Last day to defend Master's Thesis for Fall 2013

Dec. 13, 2013 – Last day to submit thesis and graduation paperwork for Fall 2013

Apr 25, 2014 – Last day to defend Master's Thesis for Spring 2014

May 9, 2014 - Last day to submit thesis and graduation paperwork for Spring 2014

NOTE: This document was written for the academic year 2013/14, deadline dates or requirements may have changed. This document provides some structure and organization to the complicated process.

APPLY FOR GRADUATION

Early in the final semester, apply for graduation via student administration site.

(<https://student.studentadmin.uconn.edu/>) The application for graduation can be found under the student center's "Academics" section.

PLAN OF STUDY (POS)

Submit your Plan of Study early in your final semester. Bring one signed copy to the Graduate School Office. (http://grad.uconn.edu/doc/Master's_plan_A.pdf)

THESIS AND GRADUATION DATES

Visit <http://grad.uconn.edu/commencement/commencement.html> and complete the “Participant Confirmation Form” (**Before April 1st**). Purchase your regalia and pick up your tickets at the co-op.

Thesis Deadline Dates

Write your thesis. The guidelines, formatting, and requirements are at <http://grad.uconn.edu/current/MSProg.html>

Oral Thesis Defense & Revisions

Bring the *Report on the Final Examination* (<http://grad.uconn.edu/current/MSProg.html>), TWO *Approval Pages* on bond paper (example here: <http://grad.uconn.edu/current/MSProg.html>), and *Clearance Notice*.

Once you have made revisions, show your advisory committee for approval.

Submit Thesis to the UConn Digital Commons

Submit copy of your thesis, including Title Page, (unsigned) Approval Page, Abstract, and text, as a pdf file to the following website: http://digitalcommons.uconn.edu/gs_theses/. Navigate to “Submit Research” under the Author’s Corner heading.

You will need to create an account to submit your research. Further submission instructions can be found after creating your account.

Print & Take to Library

Print a copy of your final revised thesis on bond paper using a laserjet printer (the one in our office is fine). Bring this to the library basement along with one of the original signed *Approval Pages* and the *Submitting Your Thesis Checklist* (<http://grad.uconn.edu/current/MSProg.html>).

If you would like, you can also have a personal copy of your thesis printed for your own collection. In that case, you need another copy of your thesis and a money order for \$12. You can check to see if the cost or requirements have changed at <http://lib.uconn.edu/services/preservation/thesis.html>

Go to Graduate School Office

Bring the *Report on Final Exam*, the other original signed *Approval Page*, *Clearance Notice*, and *Submitting Your Thesis Checklist*.

Note: Even though you have returned your keys via the *Clearance Notice*, you can take them out again (just ask the administrative assistants upstairs). A completed *Clearance Notice* form is required even if you are continuing your studies at UConn.

You’re all done!