

GRADUATION PROCEDURE
University of Connecticut
Civil Engineering Field of Study
Transportation and Urban Engineering Area of Concentration
Revised May, 2011

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

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

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

NOTE: This document was written for the May 2011 graduation, 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, you need to visit http://grad.uconn.edu/degree_completion.html and apply for graduation via peoplesoft (**Before April 1st**).

FORMS THAT YOU NEED

Go to <http://grad.uconn.edu/forms.html> and print the following forms: (one each)

- Plan of Study - Plan A (with thesis) or Plan B (non-thesis)
- Report on the Final Examination for the Master's Degree
- Submitting Your Thesis Checklist
- Clearance Notice for Engineering...

The following files are also helpful:

- Specifications for the Preparation of the Master's Thesis
 - From this file, you need to create and print TWO copies of the APPROVAL PAGE.
 - This must be on bond (thesis) paper.

Bond (thesis) Paper

This is "special" paper that is 25% cotton and 20 lb or 24 lb. Purchase at co-op. You will print your Approval Page(s) and thesis on this paper.

PLAN OF STUDY (POS)

This should be done early in your last semester. One signed copy to the Graduate School Office.

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/forms.html>.

As an example, let’s say the commencement ceremony is May 7th.

You want to give your oral defense anytime before May 6th. You will want to have submitted your thesis paper to your advisory committee two weeks prior to your oral defense so they can review your work (may differ depending on the professor so check with them).

After graduation, (May 7th) you will have ten days (May 17th) to submit revisions and all your paperwork submitted to the Library and Graduate School Office. The date may change year to year, so the best way to check and make sure is to stop by the Graduate School Office and ask someone.

Oral Thesis Defense & Revisions

Bring the *Report on the Final Examination*, *TWO Approval Pages* (on bond paper), and *Clearance Notice*.

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

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*.

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 secretaries upstairs).

You’re all done!