

GRADUATE SCHOOL TRACKING FORMS
SUBMISSION SCHEDULE

EVERY GRADUATE STUDENT

Graduate Student Patent, Research, and Proprietary Rights Agreement – **First Term**

MASTER OF ENGINEERING

MEng1 – Proposed Degree Schedule – for planning purposes: do not submit to Grad School

MEng2 – Final Degree Schedule – **Term before the degree will be completed**

MEng3 – Verification of Degree Requirements Completion – **Term in which all degree requirements are completed**

MASTER OF SCIENCE, MASTER OF FORESTRY & MASTER OF BUSINESS
ADMINISTRATION

M3 – Preliminary Course Plan – for planning purposes only:

do not submit to the Graduate School

M2-GSO – Recommended Advisor/Advisory Committee – **Second Term**

M4 – Degree Schedule – **Term Prior to Final Oral Exam**

M5 – Scheduling of Final Oral Exam – **Two Weeks Prior to Defense** – Plan A, B and C students must e-mail electronic version of abstract (*.doc) to nspr@mtu.edu Plan A and B students must submit TD-Publishing at the same time. Plan A students must also submit a thesis draft. The draft may be submitted online (see instructions at: <http://www.gradschool.mtu.edu/td/> or as a paper copy with a .pdf file on a CD.

M6 – Report on Oral Exam – **Two Weeks After Defense** (Thesis/report must be accepted by 1st day of following semester)

M6-D – **End of Final Exam Week of Final Term** (Plan D)

DOCTOR OF PHILOSOPHY

D2 – Recommended Advisor – **Second Term**

D3 – Preliminary Program of Study – for planning purposes only:

do not submit to the Graduate School

D4 – Report on Comprehensives – Entered directly into Banner by departments:

do not submit to the Graduate School

D4A – Recommended Advisory Committee – Term following completion of comprehensives

D5 – Degree Schedule – **Term Prior to Final Oral Exam**

D6 – Approval of Dissertation Proposal – **When Topic and Committee Set**

D7 – Scheduling of Final Oral Exam – **Two Weeks Prior to Defense**

The D7 must be accompanied by a dissertation draft & TD-Publishing. The draft may be submitted online (see instructions at: <http://www.gradschool.mtu.edu/td/> or as a paper copy with a .pdf file on a CD.

D8 – Report on Final Oral Exam – **Two Weeks After Defense** (Dissertation must be accepted by the 1st day of the following semester.

GRADUATING STUDENTS –

To GRADUATE in any given term, all paperwork must be received in, and the thesis (Plan A) or dissertation approved by, the Graduate School by 4:00 p.m. on the first day of classes of the NEXT term.

To participate in COMMENCEMENT, either all paperwork OR a Commencement Application (Walk) Form must be submitted by 4:00 p.m. Friday SIX WEEKS prior to the ceremony.

<http://www.gradschool.mtu.edu/trackforms/EarlyWalk.pdf>

Check the University Academic Calendar. <http://www.admin.mtu.edu/em/services/calendar/>

When you submit your report/thesis/dissertation or finish course work, on-campus students should bring the following **personally** to Room 407A/B Administration Building. The Forms are available on the Graduate School website at: <http://www.gradschool.mtu.edu/policies/trackingforms.html> → [individual forms] Please allow 30 minutes for submitting your final paperwork. And please take the Exiting Graduate Student Survey at the following link. This is optional, but will be ***very much appreciated***
<http://www.surveymonkey.com/s.asp?u=164563181339>

MENG

Life-After-MTU Information

MEng3 if not already submitted by department

MS, MBA & MFor COURSE WORK OPTION – Plan C or Plan D

Life-After-MTU Information – even if you plan to continue at MichiganTech

M6 (Plan C) or M6-D (Plan D) if not already submitted by department

MS & MFor REPORT OPTION

Paper Copy of Report in a Stiff Binder with 1½ inch LEFT Margin

If you desire professional binding then see Thesis Option

Report must Include Signature Page with ORIGINAL Signatures

Life-After-MTU Information – even if you plan to continue at MichiganTech

M6 if not already submitted by department

MS THESIS OPTION

Thesis submitted on-line or as a .pdf file on CD. The thesis must address all required changes as detailed on TD-Review.

TD-Bindery Form plus

Paper Copy of Title Page

Signature Page with ORIGINAL Signatures

Proof of Payment - Cashier's Receipt and/or Account Number with Authorized Signature

Doing an ETD? See * below... (ETD is optional)

Bring the documents below to Admin 407B

Life-After-MTU Information – even if you plan to continue at MichiganTech

M6 if not already submitted by department

PhD DISSERTATION

Dissertation submitted on-line or as a .pdf file on CD. The dissertation must address all required changes as detailed on TD-Review.

TD-Bindery Form, plus

Paper Copy of Title Page

Signature Page with ORIGINAL Signatures

Proof of Payment - Cashier's Receipt and/or Account Number with Authorized Signature

ProQuest/UMI

Paper: Submit publishing agreement form

Dissertation as a .pdf on CD (no signatures in .pdf file)

Title page with advisor(s) name

Abstract

-OR-

On-line: <http://dissertations.umi.com/michigantech>

Doing an ETD? See * below... (ETD is optional)

Bring the documents below to Admin 407B

Survey of Earned Doctorates

Life-After-MTU Information

D8 if not already submitted by department

* If you selected an ETD submission on TD-Publishing, bring an additional CD with your thesis/dissertation. If you submitted on-line via Blackboard, a CD is not necessary