Electrical and Computer Engineering Department
Utah State University
Master of Science Degree Deadlines

1st Semester
✓ Form a Supervisory Committee and submit a Supervisory Committee Approval Form to Tricia.
✓ Discuss your research topic and required course work with you Supervisory Committee and submit a Check Sheet and Program of Study Signature Form to Tricia.

Thesis Proposal
✓ Attend a REQUIRED ECE Proposal Workshop.
✓ Must be submitted by the end of the 2nd semester. Students cannot defend the same semester that the proposal is submitted.

Major Professor Review
✓ Attend a REQUIRED ECE Format Workshop and an optional Graduate School Format Workshop.
✓ At least six weeks prior to defense, submit your paper to your major professor for the initial read and revisions.

Committee Review
✓ Once your major professor has tentatively approved your paper, send it to the other committee members for their review. This needs to be done at least four weeks prior to the defense.

Scheduling Defense
✓ Email Tricia for the Appointment for Examination Form.
✓ Coordinate a date and time with your committee.
✓ Submit the form and an electronics copy of your title page to Tricia at least 12 working days before the defense.
✓ Tricia will reserve the ECE Conference Room (ENLAB 149B), check your file for accurateness, and submit your paperwork to the Graduate School.
✓ You will be notified by email when your form has finished the signature process and your defense has been scheduled with the Graduate School.
✓ Tricia will send you the following forms to fill out and send back to her - Alumni Card, Placement Survey, and Consent to Post.
✓ The Graduate School will send the following forms to send to Tricia – Thesis/Dissertation Format and Style Form, Data and Copyright Form, and Electronic Submission Form.
✓ All of these forms MUST be submitted and approved before Tricia will submit your paper for Graduate School review.
**Day of Defense**
- Come 30 minutes early to set up.
- Tricia will have a printed copy of the Record of Exam Form ready for signatures.
- You may ask your committee to sign your title page following your defense. All signatures have to be either original or through DocuSign, they can’t be mixed. If you get original signatures, turn the title page into Tricia. It will be kept in your file until you turn your paper into the Graduate School.

**Format Review Process**
- Your major professor will be responsible for all technical content, writing, and ECE format requirements.
- Follow all information given to you at the ECE Format Workshop. Run a thorough check for spelling, grammar, and punctuation.
- When your paper is approved by your major profess, he/she must send Tricia your paper electronically. Submitting your paper to Tricia means that it is as complete and finished as you and your committee want it to be.
- Once approved, you will pick up your signed title page from Tricia.
- Tricia will upload your final paper to the ECE web site.
- You must electronically submit your paper through the library. Information will be given to you by the Graduate School.
- Bound copies are no longer required for USU, but if you would like any personal bound copies, the library will provide that service for you. You will make the copies, take them to the second floor of the library, pay the binding fee, and they will take care of the rest. You can pick them up after the binding if finished.
- You should have completed all the forms and surveys that were sent by the Graduate School after your defense. Follow the check list carefully.
- After all the above steps are completed, your degree will be closed out and posted on your transcript at the end of the current semester. This could take 6-8 weeks. Your diploma will be sent to you 8-10 weeks after the end of your last semester.