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

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
✓ Can take up to 6 weeks.
✓ Your major professor will be responsible for all technical content, writing, and ECE format requirements.
✓ FOLLOW ALL INFORMATION GIVEN TO YOU AT THE ECE FORMATTING WORKSHOP. Run a thorough check for spelling, grammar, and punctuation.
✓ When your paper is approved by your major professor, 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. The only corrections allowed after that time are the format ones requested by the Graduate School.
✓ Once all the forms are submitted and approved, Tricia will upload your signed title page and paper for the Graduate School review.
✓ The Graduate School will notify you when your paper has been reviewed and corrections need to be made. You will make the corrections and send it to your major professor for them to check it again. If approved, have your major professor send Tricia the final version of your paper. She will upload it in Box for the Graduate School’s final approval.
✓ Once approved, you will pick up your signed title page from Tricia, print out a one-sided hard copy of your final paper, and submit to the Graduate School for the Dean’s signature.
✓ Tricia will upload your final paper to the ECE web site. (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 is finished.)
✓ Once the Dean has signed your paper, you will be notified to pick up the signed copy.
✓ After everything has been 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.