4.3.2 Engineer Degree: Implementation

Last updated on:

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1. Candidacy

PROCESS STEPS		RESPONSIBILITY
1.	Submit the Application for Candidacy for Degree of Engineer [1] to the degree program prior to the end of the second quarter of enrollment in the program (fourth quarter for Honors Cooperative students).	Student
2.	Review the application for compliance with both degree program and university requirements for the degree. Enter the candidacy information into PeopleSoft Student Administration.	Degree Program
3.	Approve changes in courses or other requirements made after the Application for Candidacy is filed (must be by the same offices who approved the original application, typically the advisor and department chair, or designee). Completion of the work specified and subsequent revisions are verified by the degree program prior to approving TGR status or conferral of the degree.	Degree Program, Advisor, Chair

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2. Thesis

PROCESS STEPS	RESPONSIBILITY

1.	Review the Directions for Preparing Theses for Engineer Degrees [2] and prepare the thesis according to university standards. Students are encouraged to obtain this information before the final preparation of the manuscript in order to avoid costly and time-consuming revisions. Previously-published theses should not be used as a guide for preparation of the manuscript.	Student
2.	Make appointments for both a thesis format check and thesis submission. Format checks will not be done in the final week of the submission deadline. To assure a time slot, appointments for format checks and submissions should be made well in advance.	Student
3.	Enter any changes in the primary advisor and completion of all relevant milestones in PeopleSoft Student Administration.	Degree Program
4.	Certify that he or she has reviewed the final draft of the thesis as submitted to the Office of the Registrar on the Certificate of Final Reading of Thesis (form is included in the Directions for Preparing Theses for Engineer Degrees).	Advisor
5.	Submit the thesis and other required documents, including the Certificate of Final Reading of Thesis, on or before the published deadline. Some degree programs may set earlier deadlines for submission of theses. Detailed instructions and a Checklist for Submission of Dissertation can be found in the Directions for Preparing Theses for Engineer Degrees [2].	Student
6.	File an application to graduate in Axess before submitting the thesis. The quarterly deadlines for applying to graduate are published in the academic calendar.	Student
7.	Verify that the format of a completed thesis follows university directions, that the signature is that of the advisor as entered in PeopleSoft by the degree program, and that all requirements have been met for degree conferral.	Registrar