

Master's Report/Thesis Dates & Deadlines - SPRING 2017

DATE	REQUIREMENT
Jan 20	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain supervisor – must be Graduate Studies Committee (GSC) member. <input type="checkbox"/> Obtain reader – GSC member preferred but other faculty or industry experts are acceptable (there are special guidelines for industry expert/non-UT readers). <input type="checkbox"/> Determine report/thesis topic & title. <input type="checkbox"/> Establish delivery schedule with supervisor. <input type="checkbox"/> Submit Master's Report/Thesis survey (supervisor, reader, title, etc.) <input type="checkbox"/> Review formatting guidelines: Format for the Master's Thesis and Report.
Jan 17 – Apr 14	<ul style="list-style-type: none"> <input type="checkbox"/> Complete online Master's Graduation Application Form: http://www.utexas.edu/ogs/pdn/deadlines/masters_summer.html.
Apr 14	<ul style="list-style-type: none"> <input type="checkbox"/> Last day to complete online Master's Graduation Application Form. <input type="checkbox"/> If you have an industry expert/non-UT reader, a no-expense letter, https://gradschool.utexas.edu/academics/forms, and a copy of their resume/CV is due to the Graduate School degree evaluator by this date.
Between Mar 13 and Apr 12	<ul style="list-style-type: none"> <input type="checkbox"/> For formatting approval, e-mail your report/thesis to the Graduate School degree evaluator: Bob Penman, bpenman@austin.utexas.edu Renee Babcock, r.babcock@austin.utexas.edu Holly Bhasin, holly.bhasin@austin.utexas.edu David Conrad, david.conrad@austin.utexas.edu <p>*No firm deadline for the format check, but it is needed once your work nears completion.</p>
Apr 7	<p>Determine who will obtain your UT faculty signatures:</p> <ul style="list-style-type: none"> <input type="checkbox"/> If you want <u>TxEEE</u> to obtain UT faculty signatures on your behalf, you must make the request by this date so that signature appointments can be made with your faculty. E-mail your request to Azim Kulov, azim.kulov@austin.utexas.edu. <input type="checkbox"/> <u>You</u> assume responsibility for obtaining your UT faculty supervisor and reader signatures if your request is not received by this date. <input type="checkbox"/> <u>You</u> are required to obtain any industry expert/non-UT reader signatures.
5:00 PM, Apr 24	<p>If you requested that <u>TxEEE</u> obtain UT faculty signatures on your behalf, submit the following to the Engineering Master's Program Office in CEE 2.208A, or e-mail to Azim Kulov, azim.kulov@austin.utexas.edu:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your Title Page <input type="checkbox"/> A copy of your Signature Page <input type="checkbox"/> A copy of your Abstract <input type="checkbox"/> A copy of the formatting approval e-mail from Bob, Renee, Holly, or David <input type="checkbox"/> A signed "Statement of Research with Human Participants" form, available at https://utexas.app.box.com/s/zz7iath101cwjir7d6c6c0t0vlctg8s1 <input type="checkbox"/> A signed "Statement of Research in Restricted Regions" form, available at https://utexas.app.box.com/s/0o5krx1uoddl401h68bi4nczhwmengjx
5:00 pm May 4	<p>If <u>you</u> assumed responsibility for obtaining UT faculty signatures, submit hard copies of the following to the Engineering Master's Program Office in CEE 2.208A:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your Title Page <input type="checkbox"/> A copy of your Signature Page with supervisor's and reader's original signatures (scanned/electronic signatures are NOT accepted!) <input type="checkbox"/> A copy of your Abstract <input type="checkbox"/> A copy of the formatting approval e-mail from Bob, Renee, Holly, or David <input type="checkbox"/> A signed "Statement of Research with Human Participants" form, available at http://www.utexas.edu/ogs/pdn/pdf/RHP.pdf. <input type="checkbox"/> A signed "Statement of Research in Restricted Regions" form, available at https://utexas.app.box.com/s/0o5krx1uoddl401h68bi4nczhwmengjx