

**CHECK LIST FOR  
MASTER OF ENGINEERING (MEng) GRADUATION  
(Non-Thesis Option)**

1. Research advisor chosen during first semester.	
2. Plan of Study submitted and approved. (due by end of second academic semester)	
3. Core courses completed.	
4. Schedule final exam using the Request to Admit Candidate to Final Exam (Non-Thesis MEng) <i>(Grad coordinator will request form from Graduate School)</i>	
5. Application for Degree form* submitted to Graduate School before deadline. <i>(Use paper form on Graduate School website)</i>	

The Graduate Program Coordinator will get Department Head's signature for those forms that require it. She will sign for Department Staff Coordinator and make a copy for your student file. Student will need to take forms to Graduate School before deadline after signatures are obtained.

\*Application for Degree deadlines are:  
 October 1 for Fall Semester commencement  
 March 1 for Spring Semester commencement