



## MSTM Graduation and Forms Checklist for Successful Completion of all Degree Requirements

Once you have been admitted into your program of study, the following procedures should be followed. *It is the student's responsibility to be aware of and complete all degree requirements and paperwork necessary for graduation.*

1.  FORM A—This is the application form that is submitted to the Office of Graduate Studies along with transcripts and test scores. The form may be mailed, faxed, or completed electronically. Once all application material is received, the department graduate coordinator reviews the material and recommends admittance in good standing, conditional admittance, or non-admittance. Students who are conditionally admitted generally have additional GPA requirements. (Students may take up to 12 credit hours as a non-degree seeking student, but are not eligible for financial aid. Students who wish to do this must complete the Interim Non-Degree Change Form.)
2.  FORM C—This form should be filed during the first 12 hours of course work. If the Graduate Studies office does not have this form on file by the completion of 12 hours, a registration hold will be placed on the student's record. This hold will not be lifted until the Form C, with all appropriate signatures, is on file in Graduate Studies. Once approved, students receive a signed hard copy of the form via US mail.
3.  FORM D—This form should be filed between 15 and 21 hours of completed course work and after completion of AMS 571 Research Tool. (The Graduate Studies office prefers that at least 21 hours be completed for programs with more than 36 required hours for the degree.) If the Form D is not on file in Graduate Studies after the student has completed 21 hours, a registration hold is placed on the student's record for the *following* registration term. (For instance, if you will complete the 21<sup>st</sup> hour this fall, and you do not file your Form D by summer open registration during the spring semester, you will receive a hold for summer registration.) Once approved, students receive electronic notification via e-mail.
4.  COURSE CHANGE FORM—This form is used to change electives, etc. on your approved degree program. Its purpose is to substitute, add, or delete courses from your program and must be signed by your advisor before being sent to Graduate Studies. If you are substituting a transfer course from another institution, an *official* transcript from that university must be sent to Graduate Studies. The department graduate advisor must approve this form.
5.  TRANSFER CREDITS—Transfer credits must meet the criteria as specified in the current *Graduate Catalog*. When sending transcripts, send them directly to Western Kentucky University, Graduate Studies WAB 207, ATTN: Graduate Specialist, 1906 College Heights Blvd., Bowling Green, KY 42101. Up to a maximum of 12 credit hours may be transferred. *Note: Murray State MOT students may transfer up to 15 credit hours.*
6.  MSTM GC Thesis/Graduate Project Committee Form—This form must be signed by all members of the student's thesis/graduate project committee. The intent of this form is to ensure that all parties have agreed to work together on the effort.
7.  MSTM PA Proposal Approval Form—This form must be signed by all members of the student's thesis/graduate project committee once the proposal is approved. Students may not start project execution or data collection until all committee members sign this form. Once the proposal is approved, the student's committee chair will set up a course (AMS 599 Thesis or AMS 690 Graduate Project) for the student in the WKU course system. The intent of this form is to ensure that the student is successful in the execution of the thesis/project.
8.  THESIS/GRADUATE PROJECT—Student must submit the thesis at least three weeks prior to graduation to the Graduate Studies office for final reading. The thesis must be in final form and approved by all members of your committee. Conversely, the graduate project can be finished anytime before the end of the semester. Credit hours for the thesis or graduate project may be spread over multiple semesters in cooperation with the committee. During any semester/summer term in which the thesis/graduate project is being actively pursued or is submitted, you must be enrolled in graduate course work or Maintaining Matriculation (AMS 600). *Note: Students conducting research with human subjects must complete a web-based ethics course and file an application with the WKU Research Compliance Office. Make sure to review the MSTM Thesis/Project Procedures and Writing Guides.*

9.  FORM E—This form indicates that the student successfully completed the comprehensive examination, i.e., thesis or project defense. The major advisor must be contacted regarding the scheduling of the examination. If a written comprehensive exam is required, applications can be obtained from your department of study. The Form E is a report to Graduate Studies verifying successful completion of the comprehensive exam and must be submitted by the program advisor and signed by all committee members.
10.  APPLICATION FOR GRADUATION/\$45 FEE—This application must be completed and submitted to the Office of the Registrar, 1906 College Heights Blvd., Bowling Green, KY 42101, with the \$45 fee at least one semester prior to the date on which the degree is to be conferred. If you wish your name to appear in the commencement program, you must submit the Application for Graduation/\$45 fee by the deadline printed in the schedule bulletin.
11.  INCOMPLETE COURSE WORK—If any course work remains incomplete at the time expected degree completion, a student will not be permitted to graduate until the grade changes are available from the Registrar's Office. Students are responsible for keeping up with incomplete grades and contacting individual professors for directions in completing the course requirements. The Graduate Studies office is not responsible for notifying students of incomplete grades, nor changing these grades.
12.  GRADUATE ASSISTANTSHIP (GA) APPLICATION—A limited number of GA positions are available every year. Students who complete applications early before June 30 have a better chance of obtaining a position. Contact the MSTM graduate coordinator for more information.
13.  GRADUATE ASSISTANTSHIP (GA) CONTINUATION APPLICATION—For those students selected as GAs for a second year, a continuation application is required for appointment and payroll purposes.
14. Prior to the end of the final semester, all necessary academic records must be on file in the Graduate Studies office (e.g., official transcripts for transfer work, Form C, course changes, Form D, Form E, etc.). If any of these items is missing from the student's file, graduation will be delayed.
15. If you have questions concerning the completion of your degree, please contact Sarah Kessler, Graduate Specialist, Graduate Studies Office, WAB 207, 270-745-6130, or contact Mark Doggett, MSTM Graduate Coordinator, Department of Architectural and Manufacturing Sciences, EST 220, 270-745-6951.