

**Structural Engineering: MS Thesis  
Student and Academic Advisor Guide of Process**

**Before Exam: Please read [HOW TO FILE FOR DEGREE](#)**

	Student Takes required <a href="#">courses</a> and talks with Thesis Advisor about their 3 committee members. The committee will consist of 3 faculty members.
	MS Thesis Committee must be constituted <u>before the defense</u> Student let Academic Advisor know Committee member names ASAP. Academic Advisor constitutes Thesis committee. Also email Academic Advisor 2-3 words describing your Area of Specialization (this is only for Committee Constitution purposes and will not show anywhere).
	Student submits the list of planned courses for the MS Thesis to Academic Advisor by end of Week #1 of intended quarter. <a href="#">Fill out this form</a>
	Academic Advisor submits Application to Candidacy by end of Week #2 to Graduate Division.
	Student needs to: Submit <a href="#">File for Doctoral/Master's (Thesis) Kualii Degree Form</a> <ul style="list-style-type: none"> <li>● Fill out the form and submit by <b>Friday of week 4</b> to indicate your intent to file for degree completion in the current quarter. (Submission after week 4 may result in not being approved for completion in the current quarter.)</li> <li>● GEPA will review Academic Record and student will sign Academic History Review form (link emailed by GEPA).</li> <li>● Although a preliminary appointment is not required, students may request a formatting pre-check of their dissertation/thesis if desired. After submitting the "File for Degree Form, " request a formatting pre-check at the <a href="#">GEPA Online Calendar</a>.</li> </ul>
	A complete copy of the student's thesis must be submitted to each committee member two weeks before the defense.
	Student email Academic Advisor Thesis Title so that Academic Advisor can fill out the MS Exam DocuSign form committee will sign.
	Student reminds their committee of date, time, and location one day before exam. Academic Advisor will reserve room in SME and email code.
	If Student has any questions or concerns then they can contact Academic Advisor.

**After Exam:**

	Academic Advisor initiates form for signatures on DocuSign.
	Student will submit complete <b>Final Degree Checklist in Kualii</b> (link will be emailed after the Academic Review is completed (you will find it under your action list in Kualii)
	Student pays the Thesis fee. It will appear on you Billing Account once paperwork is processed.
	Ensure that your permanent address is the most up to date. If you'd like them to mail your MS Diploma to a different address you can update your address in your Tritonlink account. It can take 3-6 months for your diploma to arrive.