

**A Summary of Milestones for MS Degree
Department of Mechanical & Aerospace Engineering
Office of Graduate Studies (210 Bell Hall)**

Milestone	Initial Course Registration	Choice of M.S. Option	Continuing Registration	Application to Candidacy (ATC)	Revision to ATC	Full-Time Status Form	Culminating Experience	Submission of M-form
When to Do	First semester of the program	Not later than second semester, preferably in the first semester	Every semester until graduation	Not later than second semester, preferably by the end of first semester	Any time you change information on the ATC form	If registering for less than 12 credits (9 for GA, TAs or RAs)	At the end of the program	After you have completed all requirements of your program
What to Do	Meet with preliminary advisor to map out courses and register for first semester.	Students should select their thesis or project advisor by the end of their first semester.	Register for classes after consulting your academic advisor. (Take the permission of faculty member before registering for thesis, project or individual problem credits with them). GPA>3.0	a) Fill out the application to the candidacy form after meeting with your academic advisor. b) Academic advisor and thesis/project committee members should sign the form. c) Submit the signed form to MAE graduate office for further approval.	a) Fill out the Graduate Student Petition form. b) Student and advisor will sign the form and submit the signed form to MAE graduate office for further approval.	Fill out the full-time status form. Advisor will sign the form and submit the signed form to MAE graduate office for further approval. ATC form must be approved before submitting the full-time status form.	a) Write and defend your thesis/project report. b) Schedule your thesis/project presentation. c) Submit thesis/project announcement form at least 10 days before your presentation date. All course option students should take the C-exam and pass.	Have advisor and committee members sign the M-form and submit it to MAE graduate office for further approval. ALL STUDENTS MUST FILL OUT AN EXIT SURVEY.
Resources	Attend graduate student orientation before the start of classes.	Consult department web-page to ascertain faculty research interests.	See MAE graduate office.	http://grad.buffalo.edu/content/dam/www/graduate/documents/students/atc.pdf	http://grad.buffalo.edu/content/dam/www/graduate/documents/students/pet/amend.pdf	http://grad.buffalo.edu/content/dam/www/graduate/documents/students/certfts.pdf	Consult your academic advisor and MAE graduate office.	MAE graduate office.

Path to Graduation (M.S.)

It is the responsibility of the student to meet all deadlines specified by the Department and by the Graduate School. Students should consult the **Graduate School Policies and Procedures** (<http://www.grad.buffalo.edu/policies>).

Degree Conferral Deadlines: Degree conferral deadlines are available at <http://www.grad.buffalo.edu/policies/deadlines.php> and are subject to change. Check at least three months before expected conferral. Allow time for internal processing.