

**PROCEDURES FOR MENG**

<b>Check Box</b>	<b>Item #</b>	<b>Step</b>	<b>Timing</b>
	1	Be assigned an advisor (by default it is the Grad Program Chair unless otherwise selected)	By the end of your first term
	2	Start selection process to find two additional committee members	By the completion of second term
	3	File a <a href="#">Masters Program of Study form</a>	
	4	Notify your advisor and committee of your intended graduation term	AT LEAST 1 term before your intended graduation term
	6	Compare Program of Study form and transcripts for consistency	1 term before your intended graduation term
	7	File <a href="#">Petition to Change Program form</a> , if needed	
	8	Register for ENGR 5XX MENG Portfolio Class	
	9	File a <a href="#">Diploma Application</a>	Beginning of final term
	10	Graduate School Survey will be emailed to you. If you complete it a gift will be mailed to you.	A month after graduation