

University of Alabama ECE MS Plan II checklist

Congratulations on nearing the completion of your MS degree requirements. Your dedication and hard work have brought you to this significant milestone. The following are important steps to ensure that all of the formal requirements are satisfied and the paperwork may be processed promptly.

Contacts:

- Student Services Coordinator: Ms. Shelly Dempsey sdempsey1@ua.edu. The Student Services Coordinator is your primary contact for submitting the paperwork. (There is no defense for MS Plan II)
- Graduate Program Director: Prof. Andy Lemmon lemmon@eng.ua.edu. The Graduate Program Director is the person who approves your plan of study.
- Associate Department Head for Graduate Programs: Prof. Edward Sazonov esazonov@eng.ua.edu. The Associate Department Head for Graduate Programs signs off on the graduation paperwork.

Steps to take before and after the defense:

1. Verify that all requirements for the M.S.E.E. degree are satisfied and actual coursework matches the approved plan of study. Email your request with your full official name and CWID to Student Services Coordinator to verify completion of the requirements.
2. Prepare the M.S. EE Plan II (Non-Thesis) Graduate Student Assessment forms (found on the ECE website under Current Student Forms).
 - a. List your GPA in the major area of study (Measure 1.1)
 - b. List the number of manuscripts submitted to journals and conferences or technical reports written (Measure 2.1)
 - c. Your adviser will fill out the rest.
3. Provide the assessment form to your adviser, collect the completed form, scan and return the form to the Associate Department Head for Graduate Programs by email.
4. Ask your adviser to initiate the Final Defense form in Slate. The Final defense form will be signed by your adviser and the Associate Department Head for Graduate Programs. Note that the Associate Department Head for Graduate Programs will sign the form only after the assessment form has been returned.