Master’s Graduation Checklist

Below is a list of items to complete in preparation for December 2016 degree conferral and the May 2017 graduation ceremony.

*Please note that this is not a complete list of things that need to be done; your department or the office of the registrar might require other items to prepare for graduation. Please keep in touch with your department coordinator for all activities surrounding graduation.

- **AT THE BEGINNING OF THE SEMESTER:** Let your department coordinator know that you plan to graduate this semester. Verify that all necessary degree requirements have been or will be met.

- **ALL DEGREE CANDIDATES:** Work with your graduate coordinator to submit paperwork for your master’s degree to Graduate and Postdoctoral Studies by October 28, 2016. Petitions are available at [http://graduate.rice.edu/forms](http://graduate.rice.edu/forms).
  - Non-thesis degree candidates must submit petition for non-thesis degree.
  - Thesis degree candidates must petition for candidacy (this might have been completed at an earlier date).

- **ALL DEGREE CANDIDATES:** Submit an Application for Degree (available in Esther) to the Registrar’s Office by October 28, 2016.

- **THESIS MASTER’S ONLY:** Submit an Announcement of Thesis Defense to Rice Events Calendar (at least 1 week before defense date) via [http://events.rice.edu/rgs/](http://events.rice.edu/rgs/)

- **THESIS MASTER’S ONLY:** Successfully defend thesis and submit to the Graduate and Postdoctoral Studies online thesis submission site the signed approval of candidacy form within one week.

- **THESIS MASTER’S ONLY:** Submit final thesis documents to Office of Graduate Studies by **Noon, Friday, December 2, 2016!**
  - Visit [graduate.rice.edu/thesis](http://graduate.rice.edu/thesis) for more information on thesis defense and submission.
  - Check out the online thesis submission process: [http://graduate.rice.edu/onlinethesissubmission/](http://graduate.rice.edu/onlinethesissubmission/).
  - Please contact [graduate@rice.edu](mailto:graduate@rice.edu) if you have any questions or suggestions.
  - Pay your thesis submission fees online at [http://gpsfees.rice.edu](http://gpsfees.rice.edu).
  - Normal thesis submission hours are Monday – Friday, 1:30 – 3:30 p.m., hours will be extended to 8:00 a.m. – 4:30 p.m. two weeks prior to the deadline. On December 2, theses can be submitted from 8:00 a.m. to noon only.

- **In late January 2017 degrees will be conferred (with a date of December 2016).** Diplomas are expected to be available in July. Occasionally a degree recipient may require an official document on letter-sized paper confirming their Rice degree. In these instances, a Rice
University degree recipient may request a miniature facsimile diploma. Facsimile diplomas are only available after degrees have been conferred in late January.

- In March 2017 - Order Regalia! Regalia must be ordered from the Campus Bookstore by the end of March. For more information, visit graduate.rice.edu/regalia and call 713-348-4052. Check your Rice email and http://www.rice.edu/commencement for additional information.

- Advanced Degree Convocation: Friday, May 12. Emails will be sent in March with details.
  GRADUATE! May 13th, 7:00 a.m. degree candidates line up for Commencement.

- Commencement starts at 8:30 a.m.

The Office of Graduate and Postdoctoral Studies is located in the Allen Center Building, Suite 323
Office hours are 8 a.m. - Noon & 1:00 - 5 p.m.

If you have any questions or concerns regarding commencement weekend activities, please feel free to contact Graduate and Postdoctoral Studies at 713-348-4002 or graduate@rice.edu or contact your department’s graduate coordinator or email graduate@rice.edu.