



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>.
 - 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/>
- 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 for more information on thesis defense and submission.
 - Check out the online thesis submission process: <http://graduate.rice.edu/onlinethesissubmission/>. Please contact graduate@rice.edu if you have any questions or suggestions.
 - Pay your thesis submission fees online at <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.