



Master's Graduation Checklist

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

***Please note that this list will not appear sequentially for all students nor is it 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.**

- NON-THESIS MASTER'S and CANDIDACY (AUTOMATIC) MASTER'S ONLY: Work with your graduate coordinator to submit a petition for Master's degree to Graduate and Postdoctoral Studies before February 24, 2017. Petitions are available at graduate.rice.edu/forms.
- ALL DEGREE CANDIDATES: Submit an Application for Degree (available in Esther) to the Registrar's Office by February 24, 2017.
- Order Regalia! Regalia should be ordered from the Campus Bookstore by the end of March for best selection. For more information, visit graduate.rice.edu/regalia or call **713-348-4052**.
- THESIS MASTER'S ONLY: Send in an Announcement of Thesis Defense to Rice Events Calendar at least **1** week (seven calendar days) before defense date to <http://events.rice.edu/rgs/>.
- THESIS MASTER'S ONLY: Successfully defend thesis **and** submit the signed approval of candidacy form to the Office of Graduate and Postdoctoral Studies online thesis submission site. Please indicate on this form if you plan to register in the semester following your defense (Fall 2016).
- THESIS MASTER'S ONLY: Submit final thesis documents to Office of Graduate Studies by **Noon, Friday, April 21st**
 - Visit <http://graduate.rice.edu/thesis> for more information on thesis defense and submission.
 - All theses are to be submitted through the online thesis submission process. 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., but from April 10 – 20th, hours will be 8:30 – 11:30 a.m. and 1:30 – 4:00 p.m. On April 21st theses can be submitted from 8:30 a.m. to noon only.
- The 2017 **Masters' Convocation** will take place on Friday, May 12, 2016, from 9:00-10:30 A.M. in the Stude Concert Hall at the Shepherd School of Music's Alice Pratt Brown Hall.

- **PARTICIPATE IN COMMENCEMENT! May 13th, 7:00 am** line up for Commencement. All degree candidates (even those continuing) may participate in commencement exercises. Information regarding commencement can be found here:
<http://students.rice.edu/students/Commencement.asp>.
- **Commencement starts at 8:30 a.m.**

**The Office of Graduate and Postdoctoral Studies
is located in Allen Building, Suite 323
Office hours are 8 a.m. - Noon & 1:00 – 4:00 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 you may also contact your department's graduate coordinator.