



Master's Graduation Checklist

Below is a list of items to complete in preparation for May 2018 degree conferral and the May 2018 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 graduate coordinator for all activities surrounding degree conferral and graduation.**

ALL MASTER'S DEGREE CANDIDATES – MAY 2018 CONFERRAL

- *AT THE BEGINNING OF THE SUMMER 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.
- *NO LATER THAN FEBRUARY 2, 2018:*
 - Submit an [Application for Degree](#) (available in [ESTHER](#)) to the Registrar's Office by **February 2, 2018**.
- *NO LATER THAN FEBRUARY 23, 2018:*
 - Submit your [Petition for Candidacy](#) Form by **February 23, 2018**. Please, verify with your graduate coordinator that you have petitioned for candidacy. If you have not, petitions are available at <https://graduate.rice.edu/forms>. Please note, this petition may have been completed at an earlier date.

THESIS MASTER'S ONLY - DEFEND AND SUBMIT YOUR THESIS

- *DEFEND YOUR THESIS:*
 - Submit an Announcement of Thesis Defense to Rice Events Calendar at least 1 week (7 calendar days) before defense date via <https://events.rice.edu/rgs>.
 - After you have successfully defended:
 1. Create an account at <http://thesis.rice.edu>.
 2. Upload the defended version of your thesis **and** a PDF of the signed approval of candidacy form within ONE WEEK of your defense. Please indicate on the Approval of Candidacy form if you plan to register in the semester following your defense (Spring 2019)
 3. Step-by-step instructions can be found at <https://graduate.rice.edu/submitthesis>
- *SUBMIT YOUR FINAL THESIS:*
 - For May 2018 degree conferral, all final thesis documents must be submitted to the Office of Graduate & Postdoctoral Studies by **Noon, Friday, April 20, 2018!**
 - Visit <https://graduate.rice.edu/thesis> for general information on thesis defense and submission.
 - Step-by-step instructions can be found at <https://graduate.rice.edu/submitthesis>
 - Please contact graduate@rice.edu if you have any questions.

- Normal thesis submission hours are Monday – Friday, 1:30 – 3:30 p.m.. Thesis submission hours will be extended to 8:30 – 11:30 a.m. and 1:30 – 3:30 p.m., two weeks prior to the deadline. On April 20, theses can be submitted from 8:00 a.m. to noon only.
- Degrees will be conferred mid-May (with a date of May 2018). Diplomas will be mailed no later than the end of June. 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 May.

GRADUATION – SPRING 2018 COMMENCEMENT EVENTS

- [Register for Advance Degree Convocation and Commencement](#). Instructions on how to register for Commencement weekend activities will be sent to your Rice email by the end of February. If you do not receive an email regarding these events by March 1, please contact gradconvocation@rice.edu.
 - Note: All students whose degrees were awarded in August and December 2017 will be invited to Commencement in May 2018. You do not need to resubmit an application for degree during the spring semester.
- Order regalia by April 14, 2018! Regalia must be ordered from the Campus Store by deadline for best selection. For more information, visit <http://graduate.rice.edu/regalia> and call 713-348-2039.
- Check your Rice email and visit <http://graduate.rice.edu/graduation> and <https://commencement.rice.edu/> for additional information regarding commencement events.
- **Advanced Degree Convocation** will take place on **Friday, May 11, 2018, 9:00 – 10:30 a.m.** in Tudor Fieldhouse.
- **Commencement** will take place on **May 12, 2018, at 8:30 a.m.** in the Academic Quad. Degree candidates are invited to take part in a continental breakfast at 7:00 a.m. and line up for Commencement in Anne and Charles Duncan Hall.
- Turn in your rented regalia to the Campus Bookstore after commencement.

**The Office of Graduate and Postdoctoral Studies
is located in Allen Building, Suite 323
Office hours are 8 a.m. – Noon & 1 – 4 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 at gradconvocation@rice.edu. If you have general questions, please contact your department's graduate coordinator or email graduate@rice.edu.