

# DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

## GRADUATION CLEARANCE CHECKLIST for ECE Non-Thesis Students

MUST DO & “APPLY TO GRADUATE” TEN DAYS BEFORE GRADUATE SCHOOL DEADLINE

REFER TO: <http://www.ncsu.edu/grad/faculty-and-staff/academic-calendar.html>

### Checklist Items for Option B (NON-THESIS MS) Graduation Clearance

- \_\_\_\_\_ (1) The faculty member named in MyPackPortal is my advisor.
- \_\_\_\_\_ (2) Plan of Work has been submitted in MyPackPortal and the courses listed have been compared to my transcript to ensure that the POW is accurate.
  - Courses shown on POW have been taken or have been approved as transfer credits.
  - No course is reflected on POW that has not been taken.
  - \*\*** If corrections are needed, contact ECE Grad Office to “re-set” your POW; correct; and then re-submit for approval of DGP.
- \_\_\_\_\_ (3) Plan of Work has been approved by the ECE Director of Graduate Programs. (If pending it may only be pending GSA approval...you can find out by contacting the ECE Office. Email [ece\\_grad\\_office@ncsu.edu](mailto:ece_grad_office@ncsu.edu) and make sure to include your ID number!)
- \_\_\_\_\_ (4) Patent Agreement has been recorded by the Graduate School. (Check under SIS Checklist and Milestones in GradWatch. You should see a Checklist Item: Patent Agreement, and a date recorded by the Graduate School.)
  - \*\*** IF YOU DO NOT SEE THIS, submit a Patent Agreement to the ECE Grad Office immediately. Forms can be found on the ECE Grad Office Intranet.
- \_\_\_\_\_ (5) Ensure your accounts are PAID IN FULL at the Cashier’s Office. Outstanding balances will keep you from being cleared for Graduation. You cannot obtain an official transcript or degree certificate until your account is paid in full.
- \_\_\_\_\_ (6) Check your **unofficial NC State** transcript. If you have an “IN” in any of your previous semesters, contact professor of course to have this changed. You cannot graduate with an outstanding IN on your transcript.
- \_\_\_\_\_ (7) Make sure any “outstanding” **official** transcript has been provided to the Grad School. You can e-mail Jennifer Crumb, our Grad School liaison at [jennifer\\_crumb@ncsu.edu](mailto:jennifer_crumb@ncsu.edu).

***When above 7 items are done, Apply to Graduate in MyPackPortal.***

***This self check-out and completion of Apply to Graduate***  
***is all that is required for graduation.***

***Congratulations on completion of your MS degree.***