North Carolina State University
DEPARTMENT OF ELECTRICAL AND COMPUTER ENGINEERING

OPTION B 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

_____ the faculty member named in MyPackPortal is my advisor.

_____ the 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 must have been taken.
  • DO NOT show a course on POW that you have not taken.
  Corrections must be made PRIOR to the submission of Apply to Graduate.

_____ the Plan of Work has been approved by the ECE Director of Graduate Programs.
  (it may be pending GSA approval) before you Apply to Graduate

_____ the Patent Agreement has been recorded by the Graduate School.
  (check under Milestones in GradWatch. You should see GPATEN 00/00/0000 R)
  • IF YOU DO NOT SEE THIS, submit a patent agreement to the ECE Grad Office immediately.
  http://www.ncsu.edu/grad/faculty-and-staff/docs/forms/patent-agree.doc

_____ Ensure your accounts are PAID IN FULL at the Cashier’s Office. Outstanding balances will keep you from being cleared for Graduation.

_____ an official undergraduate transcript has been provided to the Grad School.
  (check your admission letter from Grad School to see if this applies to you).

_____ when above 6 items are done, Apply to Graduate can be submitted in MyPackPortal.

REMEMBER: it is your responsibility to check the application status after it has been submitted. It has to be approved by both DEPARTMENT and GRAD SCHOOL. If denied at any point, look at the comments section to see what needs to be done for corrective action.

NOTE: If you are in your last semester of graded courses, you will see a “Grad Sch Hold” on your Apply to Graduate until your FINAL semester grades are in.

THERE IS NO OPTION B CHECKOUT FORM TO BE SUBMITTED TO THE ECE GRAD OFFICE OR TO THE GRADUATE SCHOOL. THE FORM HAS BEEN DISCONTINUED. This self check-out and completion of Apply to Graduate is all that is required for graduation.