

# Master's Report Quick Reference Sheet

## Forms and Web Resources

- Master's Graduation Application Form:  
[https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX?intro\\_type=M](https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX?intro_type=M)
- Master's Report/Thesis Formatting Templates (free download) and Guidelines:  
<https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement>
- Master's Report Deadlines and Submission Instructions:  
<https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions>

## Miscellaneous Information

Grammar - The grammar in your Master's Report/Thesis is solely your responsibility.

Faculty Schedules - Be aware that faculty members have very busy schedules and are not always available M-F, 8-5pm. You must plan ahead to secure meeting times and to obtain signatures if necessary.

Final Submission - Your completed report/thesis and supporting materials must be turned in to the Program Coordinator at TxEEE on or before the due date specified for your semester of work. We will submit your report/thesis to the Office of Graduate Studies for final review.

Electronic Submission – Master's Reports/Theses will not be accepted via email by the Graduate School or the Program Coordinator at TxEEE. Your report/thesis must be saved to CD as a single .pdf file OR uploaded online to the Texas Digital Library (<https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement>).

## Important Notes

1. Your Master's Report/Thesis supervisor on your official online graduation application MUST be a GSC member, even if the actual supervision (by a non-GSC faculty member) of your master's report/thesis was not. This MUST ALSO be reflected on your signature page and title page, as well (also considered official documents).
2. The Office of Graduate Studies strictly enforces all deadlines and it is your responsibility to meet them. Failure to meet the graduation application deadline could result in not only delaying your graduation, but also a hit to your pocketbook since you must be enrolled in the Master's Report/Thesis course in your final semester. We make every effort to inform you of the deadline not only in advance, but also in several formats and iterations to help prevent this.

**Remember: NO APPLICATION ► NO GRADUATION ► NO EXCUSES**