



Lockheed Martin Engineering Management Program

UNIVERSITY OF COLORADO BOULDER

Graduation Checklist | Updated November 2018

IMPORTANT REMINDER: All communication from the EMP and the University will be sent to your **Colorado.EDU email address** ONLY. Please ensure that you have emails forwarded from your CU account to the email address you check most frequently. Please make note of all of the below deadlines. In order to process your paperwork through the Graduate School, it is essential that the Engineering Management Program receive your information on time.

- Fill out the [Graduation Notification Form](#) by following date according to the semester you plan to graduate:
 - Fall: August 15th
 - Spring: December 15th
 - Summer: April 15th
- Apply for graduation online by the specified due dates. Log in to [myCUinfo](#) and go to the Student tab. Under Academic Resources, click the Apply for Graduation link.
- Review the [exam guidelines](#) on the EMP website.
- Check your transcript and Plan of Study to verify that you have completed all of the required coursework for the degree. Use the EMP website as a resource in reviewing the [required courses](#). Access to your personal transcript is available on [myCUinfo](#) (choose "View my Unofficial Transcript").
- Fill out the "Candidacy Application for an Advanced Degree" form, which can be found on the [Graduate School](#) website. **List all non-degree EMEN credits in the 'Transfer' section on the Candidacy form and do not include prerequisites that do not count towards the degree. Your signature is required on the form.**
- Submit the completed Candidacy Application to [EMP](#) by the following date according to the semester you plan to graduate:
 - Fall: September 1st
 - Spring January 2nd
 - Summer: May 1st
- The EMP will evaluate the Candidacy Application and process through the Graduate School.
- The Graduate School stipulates that you must be registered for at least one credit hour the semester you graduate. If you have already completed all the courses required for the degree, you must register and pay for EMEN 6940 Master's Degree Candidate (1cr.) in the semester you intend to take the Master's exam. You do not need to register for EMEN 6940 if you are registered for a course. Contact the [EMP](#) for information on how to register for EMEN 6940.
- The Master's exam questions will be made available to you for the appropriate graduation semester/term only if you have notified the EMP of your intent to graduate by the deadline for the appropriate semester indicated above. The exam will be available in Canvas once you have submitted and passed the Honor Code Quiz.
- Upon satisfactory completion of the Master's exam, the EMP will generate the Master's Exam Report and notify the Graduate School of your completion.