

The Graduation Road-Map for graduate students

This Road Map was prepared to help you to initiate the required forms for your graduate studies. It might not reflect the latest changes. Please refer to Cal Poly Catalog for information. Follow this Road-Map if you are admitted to the graduate programs of MS-IE and MS-ITM either as regular graduate students or as BS+MS Blended student. The Forms are available at the IME Office. Check the following sites for further information:

- [IME Department Admission requirements to BS+MS Blended program](#)
- [IME Master's Programs Frequently Asked Questions](#)
- [Cal Poly Research and Graduate programs](#)
- [Cal Poly Catalog](#)
- [Graduate Programs Section of Cal Poly Catalog](#)

MS IE and MS ITM Programs	Deadline
BS+MS Blended Program Students only: Process "Change of Objective" form. Process "Petition for Special Consideration" form.	
Submit Formal Study Plan (BS+MS Blended Program Students: You are allowed to take 9 unit double counting on the Formal Study Plan.)	Before twelve units of work completed.
Meet the GWR (Graduate Writing Requirement).	During the first quarter of residence.
Decide on thesis area, and thesis advisor.* Complete the "THESIS/PROJECT COMMITTEE MEMBERSHIP" form and get approval http://www.calpoly.edu/%7Ergp/pdf/thesiscommittee.pdf	As early as possible.
Request a Final Graduation Evaluation from the Evaluation office.	Two quarters prior to graduation.
Made changes to your Formal Study Plan? Process "Amendment to Formal Study Plan" to get approval.	As needed.
Request "Advancement to Candidacy" by submitting an Advancement to Candidacy form.	The student may request advancement to candidacy only after a formal program of study has been submitted, the graduation writing requirement has been satisfied, and sufficient coursework has been completed to allow the department to make a judgment about the student's potential to complete the program.

Form a thesis committee comprising at least three faculty members (at least two of these members, one of which will be the committee chair, be from the student's program. (Recommendation: Check with your thesis advisor first before making an attempt to contact potential committee members.)	Last quarter.
Submit thesis draft to the Graduate Office to be checked for compliance with Cal Poly format requirements. See "Guidelines for Completing Graduate Theses and Reports" for more information on thesis format.	Last quarter.
Submit thesis draft to thesis advisor, and to the committee members. Get their feedbacks, and make recommended revisions on thesis.	Last quarter. (Three weeks prior to defense.)
Set up "Defense date", and let the IME office know the following information to be announced to IME Faculty and students: Thesis Title, Thesis Advisor, Committee members, and thesis defense date/time/room/	
The final copy of your paper must be submitted on 100% cotton, 20 or 24-lb. bond paper.	
Defend your thesis. Make recommended revisions on thesis. Bring four copies of the thesis approval page to the thesis defense (use 100% cotton, 20 or 24-lb. bond paper.)	
Receive your Degree. Congratulations.	

* MS-ITM students have an "IME596: INTERNSHIP-&-Project option". BS+MS students who are in the ITM Option are required to write a thesis if they do not complete a Senior Project. Completing both Senior Project and Thesis/Project is strongly recommended with 9 units of overlapping 400/500 level courses in FSP for BS/MS double counting purposes.