For a graduate MS student to complete forms for graduation you need to fill out 4 forms. A MEng student needs to fill out 3 forms.

1) Purposed Course of Study…available from these locations: printable from our Graduate Handbook on our website, printable from our website page “Resources” (click “forms”), hard copies are in the 2nd cabinet as you enter the ECE department, or from the forms rack in the Graduate Coordinator’s outer office. http://www.binghamton.edu/ece/resource/resources-current.html

2) Recommendation for Award of MS—also used for MEng (form from either the ECE secretary or the Graduate Coordinator)

3) The GAD can be accessed from The Graduate School’s website under "New and Current Students--Academics--Degree Completion or the Commencement web link listed below. It is an on-line form and cannot be printed. This form is only available prior to each graduate time period. http://www2.binghamton.edu/commencement/spring/students/requirements-eligibility.html

4) An approval form for MS students—either Thesis or Project Approval

When you are ready to submit your forms, do your on-line GAD and give 2 physical forms (MEng) or 3 physical forms (MS) to the ECE secretary: Proposed Course of Study signed by your advisor, Recommendation of Award signed by your advisor and Thesis* Approval Form with committee member’s signatures or Project Approval Form with your advisor’s signature. The department secretary will obtain the Graduate Director’s signature, make copies for ECE and deliver the forms to the Graduate Coordinator. The Graduate Coordinator will process them and give them to the Graduate School.

*The following link gives details on requirements for writing and submitting a thesis:

http://www2.binghamton.edu/grad-school/new-and-current-students/graduate-school-manual/#thesis-or-dissertation