Master of Science in Construction Management

Program Overview

The Master of Science in Construction Management is designed to provide breadth in the managerial, technological, economic, and environmental aspects of construction. The program is also designed to provide depth through a systems approach encompassing project management, estimating, scheduling and project controls, housing, land acquisition, real estate, finance, business management, green buildings and marketing. In this major students have the opportunity to focus on topics including:

- Construction Project Management
- Estimating, Scheduling, and Project Controls
- Construction Management Information Systems
- Design-Build
- Lean Construction
- Construction Contracts and Legal Aspects
- Housing
- Construction Safety and Ergonomics
- Land Development and Housing
- Sustainable Built Environment
- Energy Efficiency
- International Project Management

The major goals of the degree are:

- To expose students to the latest advancements in technology applications and project management systems.
- To enhance the decision making process by creating an innovation seeking and research "mind-set".
- To create an awareness of the global aspects of construction management.
- To prepare graduates to manage various functions of complex construction projects.

Program Components/Plan Options

Both thesis and non-thesis options are available. The thesis option is generally suitable for students who are funded on research projects and for those who would like to pursue careers in research, consulting and academic areas. The non-thesis option is generally suitable for students who would like to pursue careers in industry. Most students complete the CM degree in two years regardless of option selected. The typical paths for the Master of Science in Construction Management are as follows:

Plan A- Thesis Option

Students who choose this option will be assigned a major professor. They will develop an Academic Program of Study with the major professor and present a Thesis Proposal. They will complete all required course work, research and write the thesis. To graduate, they will defend the thesis in an oral examination. Plan A Students must register for 6 credits of CMP 899 Master's Thesis Research in addition to 24 course credits for a total of 30 credits

Plan B- Report Option

Students who choose this option must select a major professor and another CM faculty member to serve as their committee. The student will develop a program of study with the major professor and research, write, and orally present a report. Plan B- Report option students must register for 3 credits of CMP 898 Master's Research and 30 other credits for a total of 33 credits.

Plan B- Exam Option

Students choosing the exam option will complete a total of 33 credits for the degree. They will have their choice of taking either a departmentally administered exam or the American Institute of Constructors Certification Exam (AIC Exam). Students taking the AIC Exam take Level One, Associate Constructor. However, students who have previously taken and passed Level One may opt to take Level Two, Certified Professional Constructor. The AIC Exam is a nationally administered exam and a fee is required.

Please note: Neither the AIC or departmental exam is given during the Summer Semester. Students planning a Summer graduation must take the exam in advance. All students must be registered for at least one hour of credit during the semester in which they take the exam.

Admission

There are admission Standards and Requirements in Addition to University Application Requirements. It is not required that applicants possess a bachelor's degree in Construction Management. We also typically consider applicants with backgrounds in Design, Planning, Engineering, Architecture, and Business Management.

Application deadlines for priority consideration of financial funding are:

- February 15 for Fall Semester Admission
- August 15 for Spring Semester Admission

Later applications are considered on a rolling basis. If the School does not feel there is sufficient time for the admission to be processed and the student to arrive by the beginning of the semester, the applicant will be contacted and asked if they wish to be considered for the next available semester.

Admission to the Master's Degree in Construction Management with regular status may be granted by the School, subject to the availability of resources and the approval of the dean, upon consideration of

the likelihood that the applicant will be able to successfully complete a master's degree in Construction Management. To be admitted on regular basis applicants must meet these base requirements:

1- Possess a four-year degree with a minimum GPA of 3.0
2- Provide scores from the Graduate Record Exam (GRE). A minimum combined score of 297 on the verbal and quantitative sections and an analytical writing score of no less than 3.5 is expected.
3- International applicants must submit Test of English as a Foreign Language (TOEFL) scores. The minimum accepted scores are based on the test version as follows:
    - Paper-based version: minimum average score of 550, with no sub-score below 52
    - Computer-based version: minimum average score of 213, with no sub-score below 19
    - Internet-based version: minimum average score of 80; with no sub-score below 19 for reading, listening and speaking; no writing sub-score below 22

4- Have completed as part of the undergraduate program :
    - 3 semester hours of introductory calculus (MTH 123 Survey of Calculus I or its equivalent);
    - 3 semester credits of Introductory Physics (PHY 231 Introductory Physics I or its equivalent).

The School of Planning Design and Construction, with the approval of the Dean, may grant admission with provisional status to an applicant qualified for regular admission, but lacking the MTH 124 and/or PHY 231, or collateral courses (background courses) that are deemed necessary.

Students may be required to complete specified collateral courses, from the following list, with a cumulative grade-point average of at least 3.0. The courses will not count toward the master's degree requirements. The collateral courses are:

One of the following courses:
CMP 124 Residential Construction Materials and Methods
CMP 210 Commercial Construction Methods

One of the following courses:
CMP 305 Site Construction and Measurements
CMP 315 Construction Quantity Surveying

One or more of the following courses:
CMP 222 Statics and Strength of Materials
CMP 322 Structural Systems
CSE 101 Computing Concepts and Competencies
One business, management or economics course

If collateral courses are required, the minimum acceptable grades and the semesters by which those courses must be completed will be communicated to the applicant at the time of admission. The provisional status will be changed to regular status when the conditions specified on the Recommended Action Form have been met, as certified by the School and approved by the Dean.

Completing the Application

1- Complete the MSU Online Application for Graduate Study found at http://grad.msu.edu/apply/
   a. Apply for Major Code 5260 – MS Construction Management
   b. Submit $50 Application Fee online

2- Submit Academic Statement- A concise academic statement of your plans for graduate study, your research interests, your career goals, and how MSU's graduate program will help you meet your career and educational objectives. This may be completed online in the application or submitted to SPDC directly with other application documents.

3- Submit Personal Statement- A statement about how your background and life experiences, including social, economic, cultural, familial, education, or other opportunities or challenges motivated your decision to pursue a graduate degree. This may be completed online in the application or submitted to SPDC directly with other application documents.

4- Submit resume or curricula vita

5- Provide official transcripts from all colleges and universities attended. Transcripts MUST be in an envelope sealed by the college or university.

6- Provide three recommendations from references using method provided as part of the on-line admission application.
   a. References may attach a letter of support to this form if they so desire.
   b. If for some reason, the recommender chooses to submit a paper letter he reference should place the recommendation in a sealed envelope, place their signature across the label. The letter must be submitted the SPDC graduate secretary.

7- Have GRE scores electronically reported to MSU by ETS testing service
   a. For reporting purposes use School Code 1465 (MSU) and Major Code 4499 (Architecture & Environmental Design- Other).
   b. GRE scores must be from a test taken in the last three years.

8- International applicants must report scores from the TOEFL (Test of English as a Foreign Language)
   a. For reporting purposes use School Code 1465 (MSU).
   b. TOEFL Scores should be from a test taken within the last 18 months, as the scores must be no more than 2 years old at the time of matriculation or entry to MSU.

9- After you have submitted your online application and paid the application fee, any additional documents and transcripts should be submitted to:

MSU School of Planning, Design and Construction
ATTN: Graduate Program Secretary
Human Ecology Building
552. W. Circle Drive Room 102
East Lansing, MI 48824-1030

APPLICANTS FROM CHINESE UNIVERSITIES: Please arrange for a verification report of your university academic records with the **China Academic Degree and Graduate Education Development Center (CDGDC)**. The report must be mailed directly to the department to which you are applying by the CDGDC, rather than by you or any third party.

China Academic Degree and Graduate Education Development Center
Verification Division
B-17, Tongfang Scientific Plaza
No.1 Wangzhuang Road, Haidian District, Beijing, 100083, P.R.China
Tel: +86-10-82379480
Fax: +86-10-82378718 (24 hours)
Email: cqv@cdgdc.edu.cn
Website: www.chinadegrees.cn

Applicants Interested in Applying for 2 Graduate Programs

Michigan State University now permits concurrent applications for admission to two graduate programs, each with a separate application fee.

Degree Requirements

The student must complete a total of 30 credits for the degree under Plan A (with thesis) or 33 credits for the degree under Plan B (with report or exam). For a student who elects independent study courses, including Construction Management 890, no more than 6 credits under Plan A and 9 credits under Plan B may be counted toward the requirements for the degree. The student's Academic Program of Study must be approved by the student's major professor and the Master's Program director. It must meet the requirements specified as follows:

Requirements for Plan A

1- A minimum of 18 credits in 800-900 level courses.
2- All of the following courses:

CMP	817	Construction Management Information Systems	3
CMP	822	Legal Issues in Construction	3
CMP	892	Research Seminar in Planning and Construction Management	2

3- One additional 800-level Construction Management course, excluding Construction Management 890, 898, and 899. Students without a background in construction project scheduling and estimating must complete Construction Management 811 and 815 in partial fulfillment of this requirement.
4- One graduate course in research methods.

5- One 400-level course or above in statistics if no approved statistics course is completed as part of an undergraduate degree.
6- Complete 6 credits of Construction Management 899. No more than 6 credits may be counted toward the requirements for the degree under Plan A.
7- Complete and defend a master's thesis acceptable to the student's guidance committee.

Requirements for Plan B

1- A minimum of 24 credits in 800-900 level courses.
2- All of the following courses:

CMP	817	Construction Management Information Systems	3
CMP	822	Legal Issues in Construction	3
CMP	892	Research Seminar in Planning and Construction Management	2

3- One additional 800-level Construction Management course, excluding Construction Management 890, 898, and 899. Students without a background in construction project scheduling and estimating must complete Construction Management 811 and 815 in partial fulfillment of this requirement.
4- One 400-level course or above in statistics if no approved statistics course is completed as part of an undergraduate degree.
5- Successful completion of a final examination administered by a committee appointed by the School of Planning, Design and Construction.

Transfer Credits

No more than 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred from other recognized educational institutions.

Sample Program of Study for Students entering in the Fall Semester
(without collateral and prerequisite courses)

Fall Semester 1

CMP	811	Advanced Project Scheduling	3 cr
CMP	815	Advanced Cost Estimating and Analysis	3 cr
CMP	892	Research Seminar in Planning and Construction Management	2 cr
International students also must take:			
CMP	810	Construction Systems	1 cr

Spring Semester 1

CMP	817	Construction Project Management & Information Systems	3 cr
CMP	822	Contracts & Legal Issues in Construction	3 cr
Elective			3-4 cr

Fall Semester 2

For Plan A-

Elective			3 cr
Elective			3 cr
CMP	899	Master's Thesis Research	3 cr
and thesis defense			

For Plan B-

Elective			3 cr
Elective			3 cr
Elective			3 cr

Spring Semester 2

For Plan B-

Elective			3 cr
CMP	898	Master's Research	3 cr
OR			
Elective			3 cr
And Final Examination			

Notes:

1- Electives are CMP 831, 891, PDC 901, and approved 400, 800, and 900 level courses in SPDC or other departments.
2- For students without a statistics course, one of the electives must be from statistics.

Required Academic Program of Study

All students are required to complete and submit a formal plan of study, which is called the Academic Program of Study. For Plan A students and Plan B, Academic Program of Study with approving signatures from all guidance committee members must be submitted to Graduate Academic Advisor before the end of the second semester of study. For Plan B Exam students, the Academic Program is developed with their assigned faculty advisor and also signed by the Master's Program Director. It is strongly suggested students develop their program of study as early as possible during the first year of study. Once submitted, changes to the Academic Program of Study must be approved by both the student's guidance committee and the Associate Dean of The College of Agriculture and Natural Resources.

The subject matter and instructor must be specified for every independent study, special problems, or selected topics course that is included in the student's Academic Program of Study.

Advising and Guidance Committees

Plan A or Plan B Report student select the major professor (with the professor's consent) with whom they will work. A guidance committee is selected by Plan A and Plan B Report students and approved by the major professor. Members of the committee act as consultants, advisors and evaluators for the student's program and research, and approve the Academic Program of Study, and approve the thesis or final examination. For Plan A students, the guidance committee consists of a major professor from Construction Management, another faculty member from Construction Management and a third faculty member. For Plan B Report students the Guidance Committee consists of two faculty members from Construction Management.

It is strongly urged that a student compose a guidance committee by the second semester of classes so that the committee may give advice concerning course work. In forming the committee, the student is encouraged to meet with their major professor and develop a list of potential committee members. Students should then make an appointment to visit with the potential committee members. The process involves the consensus of both the student and potential committee members. . The composition of the guidance committee will be submitted to Master's Program Director for approval before the end of the second semester of study.

The composition of the guidance committee (excluding the major professor) can change providing a member is willing to step down and a new member is found. This should be accomplished with the approval of the student's major professor. A Request to Change the Academic Program of Study must be submitted to the Master's Program Director.

If a student's major professor leaves the university or is unable to continue advising the graduate student, the student must search for a new major professor. If a different major professor in Construction Management accepts the student, the student may continue their existing program of study. However, if a new major professor cannot be found, the student will be advised to complete

their degree under the supervision of a major professor from Construction Management, appointed by the Masters Program Director.

Construction Management Faculty available to serve as a major professor or member of a student's guidance committee are listed below:

Dr. Tariq Abdelhamid, Associate Professor
Construction Management
MSU - School of Planning, Design and Construction
Human Ecology Building
552 W.Circle Drive Room 214
East Lansing, MI 48824-1030
517.432.6188
FAX 517.432.8108
tariq@msu.edu
Research interests: lean construction, construction safety, construction production, lean production, ergonomics, work physiology, knowledge transfer, and skilled labor shortage

Dr. Mohamed El-Gafy, Associate Professor
Construction Management
MSU - School of Planning, Design and Construction
Human Ecology Building
552 W. Circle Drive Room 201G
East Lansing, MI 48824
517.432.6512
FAX 517.432.8108
elgafy@msu.edu
Research interests: organizational knowledge, organizational transformation, computer simulation modeling, business process modeling and analysis, and project management optimization

Dr. Sinem Korkmaz, Associate Professor, LEED® AP
Construction Management
MSU - School of Planning, Design and Construction
Human Ecology Building
552 W. Circle Drive Room 201D
East Lansing, MI 48824
517.353.3252
FAX 517.432.8108
korkmaz@msu.edu
Research interests: sustainable built environment, integrated project delivery, green building assessment systems, international construction, and engineering education

Prof. Timothy Mrozowski, Professor, M.Arch, A.I.A., LEED® AP
Construction Management
MSU - School of Planning, Design, and Construction
Human Ecology Building
552 W. Circle Drive Room 201J
East Lansing, MI 48824
517.353-0781
FAX 517.432.8108
mrozowsk@msu.edu
Research interests: energy, energy audits, energy codes, sustainability, LEED® , building design, contracts, project management, steel

Dr. Matt Syal, Professor, LEED® AP, CPC
Construction Management
MSU - School of Planning, Design, and Construction
Human Ecology Building
552 W. Circle Drive Room 213
East Lansing, MI 48824
517.432.2951
FAX 517.432.8108
syalm@msu.edu
Research interests: construction project management, housing, sustainable/green construction, international aspects related to these areas

Academic Performance and Evaluation

Grades - the student must earn a grade of 2.0 or higher in each course in the approved Academic Program of Study, including collateral courses and courses accepted in transfer. The student must repeat any course on the approved program for which the grade earned was below 2.0.

Cumulative Grade-Point Average - The student must maintain a cumulative grade-point average of at least 3.0 in courses in the Academic Program of Study, with the exception of collateral courses and courses accepted in transfer.

Probation Status - A student is placed on probation status if the student's cumulative grade-point average for the courses on the Academic Program of Study is below 3.0. Should a student's cumulative grade-point average fall below 3.0 after having completed half of the courses in the Academic Program of Study, the student may be enrolled in probational status in the masters degree for one additional semester. If at the end of the additional semester the student's cumulative grade-point average is 3.0 or higher, the student may continue to enroll in the master's degree program. If at the end of the additional semester, the student's cumulative grade-point average is still below 3.0, the student will be dismissed from the School.

All students must meet the academic criteria set by the School of Planning, Design and Construction. In addition to meeting the grade criteria required by the School, an annual evaluation of each graduate student is prepared during the spring semester. The major professor is responsible for the preparation of the evaluation for the program and its communication to the student. The following outline is used for the evaluation:

- Academic Ability
    - Individual grads and grade-point average
    - Progress on special problem topics, thesis or dissertation
- Analytical Ability
    - Student's initiative in the choice of a research topic
    - Students initiative in the analysis of a research topic
    - Student's performance in the execution of research
- Communication
    - Student's ability in oral communication
    - Student's ability in written communication

When the student's performance or progress does not meet School requirements, he/she shall be notified by the Master's Program Director. When the deficiencies affect the student's status in the major, he/she shall be promptly informed.

Thesis Proposal, Defense and Final Oral Examination- Plan A

Plan A Thesis Proposal

The student must present to the major professor and guidance committee members a proposal for thesis research. After the proposed research topic has been approved, the student will do research and begin writing the thesis. The thesis should be finalized in the layout specified by The Graduate School of MSU. Students should obtain a copy of the "Thesis and Dissertation Formatting Guide" from the Graduate School for details on the layout of the thesis. Students should also refer to MSU graduate Schools' "Guidelines for Integrity in Research and Creative Activities."

Plan A Final Oral Examination

Plan A students are required to pass a Final Oral Examination covering their thesis topic. The student's committee administers this examination. In order to pass the exam, the student must receive positive votes from the committee members. The following items constrain the Final Oral Exam:

- The student must be enrolled during the semester in which the exam is taken.
- The student must provide each of the guidance committee members with a copy of the **thesis two weeks prior to the exam.**
- The student must schedule a time for the exam and a conference room and notify the Graduate Secretary at least **two weeks' prior to the exam** so that an announcement may be posted to the public.

Plan A Submission of Master's Thesis

After successful completion of the final oral exam and upon the Guidance Committee's approval, a copy of the thesis (with all corrections made) must be submitted to the Graduate School for approval via the process described at http://www.grad.msu.edu/etd/. The Plan A thesis must be formatted according to the standards established in the "Thesis and Dissertation Formatting Guide" published by the Graduate School (available at: http://grad.msu.edu/thesisdissertation/formattingguide.aspx).

Plan B Report Submission

Students who choose the Plan B Report option will write a Report and defend it in a Final Oral Examination (follow formatting instructions for Plan A Thesis). The Plan B report must be submitted to each guidance committee member well ahead of the defense and a final copy of the report An electronic copy with all corrections made, should be given to each guidance committee member, and an electronic PDF copy to the School of Planning, Design and Construction (submitted to the graduate secretary). In addition, the student must comply with all university requirements regarding Plan B submittals and graduation.

Plan B Final Examination

Complete a written examination composed of questions from the CM faculty, passing with at least an 80%.

OR

Take and pass the American Institute of Constructors Exam.

Certification for Graduation

The student must apply to graduate by completing an Application for Graduation (available at http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp

Check this web site for specific application deadlines. When the Office of The Registrar receives the student's application, a Degree Certification form is forwarded to the School. The Graduate Program Director will review the Academic Program of Study in the student's file to determine if the student has fulfilled the requirements and may be certified for graduation.

Degree Calendar & Progress Checklist

Prior to Attending the First Semester of Classes

- **Activate** your NetID and MSU E-mail account. MSU E-mail is the official mode of communication at MSU. Students are advised against forwarding their MSU E-mail accounts to other outside accounts. MSU uses e-mail for a variety of official communications related to employment, student, and safety concerns. For instance, notices regarding a tuition bill are sent to a student's MSU e-mail account. It is important to activate your NetID because your MSU account is the only e-mail account to which official notices are sent. Students use their PID and PAN for activation. Activate at http://techbase.msu.edu/article.asp?id=139&service=

- **Attend** the required SPDC graduate student orientation. Students are encouraged to participate in orientation activities offered by the Graduate School (and for international students, by the Office of International Studies and Programs).

- **Contact** the Master's Program Director and/or assigned faculty advisor when you arrive in East Lansing to discuss degree requirements, to plan your courses (especially those for the first semester), and to discuss other student-related concerns.

- **Register** for classes. Master's students must be registered for a minimum of 9 credits per semester (6 if hired as a graduate assistant) to be considered "full time". International students must register for a minimum of 9 hours to fulfill visa requirements.

First Semester

- **Select** Guidance Committee members with your major professor (Plan A and Plan B Report Students).

- **Schedule** and **hold** a meeting with your Guidance Committee to discuss your academic and professional goals and the courses you intend to take. You may wish to discuss preliminary ideas for a Plan A Thesis or Plan B Project. (Plan A and Plan B Report Students).

- **If Provisional Acceptance**: Meet all provisional requirements as specified in letter of acceptance (or plan developed with your faculty advisor or Masters Program director).

Second Semester

- **Finalize** your Academic Program of Study; complete and submit a Masters Academic Program of Study form and if a Plan A or Plan B report student, with appropriate signatures from all Guidance Committee members. A copy of your completed, approved form will be placed in your permanent academic file.

- **Prepare** a written draft of your Plan A Thesis or Plan B Project proposal. Discuss it with your major professor and secure his/her approval prior to submitting it to your Guidance Committee. (Plan A and Plan B Report Students).

Second or Third Semester

- **Revise** your proposal based on the feedback from your major professor and schedule a meeting of your Guidance Committee to discuss your proposal. Provide each member of your Guidance Committee with a copy of your proposal at least two weeks prior to the committee meeting. (Plan A students and Plan B Report Students)

- **Schedule** and **hold** a meeting of your Guidance Committee to discuss and approve your proposal and review progress on your academic program. (Plan A and Plan B Report Students).

- **Secure** approval from the Institutional Review Board (IRB), as appropriate to your research. Instructions and application templates are available on-line: http://www.humanresearch.msu.edu/ (Plan A and Plan B Report Students).

Last Semester

- **Preparing for Thesis Defense/Practicum Project Final Examination** (Plan A and Plan B Report Students).

- **Check** deadline dates for that semester as they pertain to completing the MS degree at: http://grad.msu.edu

- **Enroll** for a minimum of one (1) credit in the semester in which you plan to defend your thesis/report or take your final exam.

- **Check** StuInfo to be sure all DFs (deferred grades) have been converted to grades and that your

GPA is at least 3.00.

- **Complete** and **submit** the on-line Application for Graduation early in the semester of planned graduation: http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp You must apply for graduation even if you do not plan to attend the ceremony, in order for final paperwork to be sent to the departmental graduate secretary and your degree to be conferred.
- **Obtain** a copy of the Thesis/Dissertation Submission Packets from the Graduate School web site: http://grad.msu.edu/current/packet.htm (Plan A Students).
- *Although it is not required that the Plan B Report be submitted to The Graduate school, it should be formatted in the same manner as the Plan A Thesis.*
- Plan B- Exam students register for, take and pass final examination.
- **Prepare** for commencement; see guidelines and checklist provided by the University: http://commencement.msu.edu/

- **Completion of Thesis/Report**

- **Complete** all required forms in the Thesis Formatting Guide http://grad.msu.edu/thesisdissertation/formattingguide.aspx (Plan A Students).
- **Submit** a draft of your Thesis or Project to your major professor and Guidance Committee members at least 2 weeks before your defense. (Plan A and Plan B Report Students).
- **Edit** your draft, as needed. (Plan A and Plan B Report Students).
- **Schedule** a seminar/examination time with your Guidance Committee for presenting and defending your work. This seminar is an open session to which students and faculty in the School of Planning, Design and Construction are invited. You may schedule a conference room with the Graduate Secretary. (Plan A and Plan B Report Students).
- **Announce** the date of your thesis or project presentation. Contact the Graduate Secretary at least 2 weeks prior to the seminar. The Graduate Secretary will notify faculty and students of your presentation by email and/or posted flyers prior to the seminar. (Plan A and Plan B Report Students).

- **Provide** your Major Professor and each member of your Guidance Committee a copy of your Thesis or Project at least 2 weeks prior to the seminar**.** (Plan A and Plan B Report Students).

- **Present** and **defend** your Thesis or Report at the seminar. (Plan A and Plan B Report Students).

- **Modify** your thesis/report as required by your guidance committee. (Plan A and Plan B Report Students).

- If Plan A, **prepare** an abstract of your thesis to be filled with "Dissertation/thesis Abstracts".

  - If Plan A**, Submit** a copy of your thesis to the Graduate School via the process described at http://www.grad.msu.edu/etd/. If you are a Plan B student and completed a Practicum Project, the Graduate School does not receive a copy.
  - **Distribute** both copies of your thesis/practicum project to the graduate secretary, your Major Professor, and Guidance Committee members. Individual committee members may request an alternative format, such as softbound, unbound, or digital. The copy submitted to the graduate secretary should be submitted electronically in PDF format.

Final Logistics:

- **Read** and **comply** with MSU's Exit Check List to ensure that you have met the requirements and submitted forms and other paperwork: http://grad.msu.edu/thesisdissertation/docs/formatexit.pdf
- **Complete** all final forms/questionnaires required by the Graduate School. Pay final fees.