GRADUATION INSTRUCTIONS FOR CANDIDATES OF THE
MASTER OF ENGINEERING DEGREE

The following are the procedures needed to apply for graduation. Please view the Graduate Studies website for important dates and deadlines. The deadlines posted on the calendar are firm.

1. Complete and submit the Application for Graduation through the Student Information System (SIS) by the established deadline for the term in which you plan to graduate. This application is subject to departmental approval. Please note: if you are unable to meet the specified deadlines, you will be ineligible to graduate in the term for which you have applied, and you must reapply for a subsequent term. Please notify the School of Graduate Studies, if you know you will not graduate in the term of application.

2. Complete the Master of Engineering Graduate Survey. This must be completed and returned to the CSE Dean’s Office, Nord 500, L.C. 7220, meng@case.edu or fax to 216-368-6939.

3. Contact the Master of Engineering Program Office, meng@case.edu, and request that the Recommendation for Degree form be submitted to the School of Graduate Studies. This certifies that you have completed all requirements for the degree.

Planned Program of Study:

In order to graduate, students must submit a Planned Program of Study (PPOS) via the Student Information System, preferably by the end of the second semester. Should you need to make changes to your original PPOS - revisions can be made via the Student Information System (SIS).

Please Note:

It is the policy of the university to hold diplomas and final transcripts until all financial obligations are met. Be sure you have cleared all financial obligations at least one week prior to graduation to avoid any delay in receiving your diploma and final transcript.

Should you have any questions or need more information, please contact the Master of Engineering Program Office at meng@case.edu, 216-368-8859 or 216-368-4115.