

Graduation Application and Degree Plan Generation in DegreeWorks

To all EVEN graduating MS students:

Please follow these instructions to complete the graduation application process:

- 1) Get together with your advisor, complete the paper form of the final degree plan, get the form signed by your advisor and committee members, and send a scanned copy of the form to the MS program coordinator at jianhong.ren@tamuk.edu so that she can approve your graduation application by the deadline.
- 2) Apply graduation via information provided at <https://www.tamuk.edu/artsci/academics/apply-grad.html>.
- 3) Create a DEGREE PLAN in DegreeWorks based on the paper form of the final degree plan signed so that the MS program coordinator can save and lock it. Please only enter the graduate courses that are counted towards your MS degree in EVEN. Please see [https://www.tamuk.edu/registrar/files R/Creating-Gradute-Student-Degree-Plan.pdf](https://www.tamuk.edu/registrar/files/R/Creating-Gradute-Student-Degree-Plan.pdf).

Date: Jan 4, 2020.