

Checklist-Plan A

- Supervisory Committee form approved and up-to-date (end of second semester).
- Program of Study form approved (end of second semester). All courses listed on the form have been taken and grades submitted. If there is to be any change on the Program of Study form, an e-mail from your major professor, sent to Laura.Holley@usu.edu, is needed authorizing the change.
- Thesis proposal submitted, signed by committee members.
- No coursework (excluding transfer credit) on the Program of Study form is out-of-date (older than eight years). If so, has the major professor been notified? If revalidation is allowed by the department, the major professor must send a letter to the dean of the School of Graduate Studies outlining how the courses will be revalidated.
- Appointment for Examination form submitted to the School of Graduate Studies at least two weeks or 10 working days before the final examination.
- Registered for at least three credit hours the semester of defense.
- Record of Exam Completion form signed and submitted by the committee to School of Graduate Studies.
- Graduation forms completed, fees paid (**see Diploma Fee Payment form**), and forms returned to the School of Graduate Studies (these forms are listed below and are given at your final defense; **they must all be submitted together**):
 - Commencement data card
 - Alumni file card
 - Diploma Fee Payment form (\$15)
 - Student survey
- Electronic Thesis and Dissertation (ETD) Approval form is signed (this form is also included with the forms given at your final defense and taken to the library with your thesis).
- Incomplete grades for research credits changed.
- Thesis completed and signed by all committee members. When this step is completed, the thesis must be submitted to the assistant dean for review. After the assistant dean is satisfied that it meets the requirements, the thesis will be submitted to the dean of the School of Graduate Studies for a signature. When the dean has signed the thesis, it must be picked up from the School of Graduate Studies office by the department, then copies are made and taken to the second floor of the Merrill-Cazier Library for hard binding. Binding fees will be paid to the Merrill-Cazier Library at that time. Please note that the university requires one copy of the thesis which remains in the library.
- After the dean has signed the thesis, the student's file will be reviewed for completion and processed for graduation
- Binding Clearance form returned to the School of Graduate Studies. This is the final document signaling the completion of degree.

*All requirements and graduation forms must be completed by the last day of the semester you plan to complete your program. Deadlines for Spring Commencement participation vary. Please go to <http://www.usu.edu/graduateschool/commencement/requirements.cfm> for more information about those deadlines.

**Diplomas are mailed out 8 to 10 weeks after the end of the semester. The diploma will be mailed to the address provided on the Diploma Fee Payment form.