

Checklist-Plan B

- 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.
- No coursework (excluding transfer credit) on the Program of Study form is out-of-date (older than eight years).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 the 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
- Graduate Report/Creative Project Approval form is signed (this form is also included with the forms given at your final defense and must be taken to the library with your report/project).
- Incomplete grades for research credits changed.
- Letter of completion from the department head submitted. This letter must verify that all requirements for the degree program have been completed.
- Plan B binding receipt from the library returned to the School of Graduate Studies

*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.