

Checklist-Plan C

- Supervisory Committee form approved and up-to-date (end of second semester). Some departments and programs require a Committee form while some do not. Check with your department to determine whether or not one is required.
- 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- No coursework (including transfer credit) on the Program of Study form is out-of-date (older than eight years).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.
- Registered for at least three credit hours the semester of completion of the coursework.
- Plan C Completion of Requirements form sent from the major professor. This must be received by the School of Graduate Studies before the graduation forms can be released. Due dates for this form are as follows:
 - Fall semester completion: **October 15**
 - Spring semester completion: **February 15**
 - Summer semester completion: **June 15**Submission after the semester deadline may jeopardize the desired completion semester.
- Incomplete grades must be changed by last day of the semester.
- Letter of completion from the department head submitted. This letter must verify that all requirements for the degree program have been completed. This letter must be received by the last day of the semester of completion.
- Graduation forms submitted. These are given to you when the Plan C Completion of Requirements form is received. The following forms must be completed, fees paid (**see Diploma Fee Payment form**), and the forms returned together to the School of Graduate Studies:
 - Commencement data card
 - Alumni file card
 - Diploma Fee Payment form (\$15)
 - Student survey

*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.