

DOCTORAL DEGREE CHECKLIST

- ___ Committee form approved and up-to-date (by the end of the second semester)?
- ___ Program of Study form approved (before end of the third semester)?
Have all courses listed on the form been taken and grades submitted? If there is to be any change on the Program of Study form, an email from your major professor, sent to Laura.Holley@usu.edu, is needed authorizing the change.
- ___ Is any of the coursework (including transfer credit) on the Program of Study form out-of-date (older than 8 years)?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 Graduate School outlining how the courses will be revalidated.
- ___ Dissertation proposal signed by committee members and submitted to the Graduate School
- ___ Application for Candidacy form approved, including verification that comprehensive exams have been passed (three months prior to final defense)?
- ___ Plans for Publication form submitted to School of Graduate Studies?
- ___ Appointment for Examination Form submitted to the School of Graduate Studies at least ten working days before the final examination?
- ___ Registered for at least three (3) credits the semester of defense?
- ___ Record of Exam completion form signed by the committee and submitted to the School of Graduate Studies?
- ___ Graduation forms completed, fees paid, and forms returned to the School of Graduate Studies? (These forms are listed below and are given at your final defense)
 - ___ Commencement Data Card
 - ___ Graduation Fee Payment Form (\$15)
 - ___ Alumni File Card
 - ___ Survey of Earned Doctorates Form
 - ___ Student Survey
- ___ Electronic Thesis and Dissertation (ETD) Approval Form signed? (This form is also included with the forms given at your final defense)
- ___ Incomplete grades for research credits changed?
- ___ Dissertation completed and signed by all committee members?

When this step is completed, the dissertation should be submitted to the Assistant Dean for review. When he is satisfied that it meets the requirements, the dissertation will be submitted to the Dean of the School of Graduate Studies for his signature. When the Dean has signed the dissertation, it must be picked up from the School of Graduate Studies Office, the copies made, and taken to the second floor of the Merrill-Cazier Library, for hard binding. Binding and processing fees will be paid to the Merrill-Cazier Library at that time. Please note that the University requires two copies of the dissertation: one remains in the library, and one goes to the department. After the Dean has signed the dissertation the student's file will be reviewed for completion and processed for graduation.
- ___ Binding clearance form returned to the Graduate School? This is the final document signaling completion of degree.