Doctoral Checklist

- Supervisory Committee Approval form is signed and up-to-date (end of third semester). (A revised form must be submitted to the School of Graduate Studies (SGS) if there are changes in the composition of the Supervisory Committee.)
- Program of Study (POS) is approved by the end of the third semester. All courses listed in DegreeWorks are completed and grades submitted. Any changes to the POS are approved by the Supervisory Committee, and an email with the revisions is sent to Joan Rudd in the SGS (joan.rudd@usu.edu).
- Coursework on the POS (including transfer credits) taken more than 8 years prior to the defense is revalidated. (Revalidation requires the Dean of the SGS approve a revalidation plan submitted by the Major Professor.)
- Residency Requirement: of the credits on the POS, either 50% or 33 semester credits, whichever is fewer, are from Utah State University.
- Application for Candidacy form is approved, including verification that comprehensive exams have been passed (at least three months prior to final defense).
- Verify with committee members how long they will need to review your dissertation before your defense. Make certain they have your dissertation within that time period.
- Appointment for Examination form is submitted to the SGS at least 15 working days before the final examination.
- Registered for at least three credit hours the semester of the defense.
- Record of Exam Completion form is signed by the entire committee and submitted to the SGS.
- Data and Copyright form and Plans for Publication form are submitted to the SGS.
- Incomplete grades for research credits are changed by the major professor.
- Information in Banner is current, graduation surveys completed, and the diploma fee paid.
  - Banner: Permanent address and diploma mailing address (diplomas are mailed 8-10 weeks after the end of the semester)
  - SGS Survey: https://usu.edu/aaa/sgs/
  - Survey of Earned Doctorate: https://survey.norc.org/doctorate
  - SGS Graduation Information Checklist: https://usu.us.qualtrics.com/SE/?SID=SV_atNTHsCYkEkEWxL
- Electronic Thesis and Dissertation (ETD) Approval form (provided at the final defense) is signed and taken to the Merrill-Cazier Library with your dissertation.
- Dissertation is completed and signed by all committee members, after which it must be submitted to the assistant dean in the SGS for review. When satisfactory, the SGS Dean will sign the thesis and it must be picked up from the SGS office, copied, and taken to the second floor of the Merrill-Cazier Library for binding. Binding fees are paid to the library at this time. Please note the university requires one copy of the dissertation will remain in the library.
- After the dean has signed the dissertation, the student’s file is reviewed for completion and processed for graduation.
- Binding Clearance form is returned to the SGS signaling the completion of degree.

Note: All requirements, forms, and the Graduation Information Checklist 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 https://rgs.usu.edu/graduateschool/files/uploads/Completion_Table_for_Spring_2015.pdf for more information.