

## SCHOOL OF GRADUATE STUDIES

### ADVISOR'S CHECKLIST FOR GRADUATE PROGRAMS

<http://www.usu.edu/gradsch/Checklist.htm>

\_\_\_\_\_ **Continuous registration requirement.** All graduate students must be continuously registered each fall and spring semester until they complete all requirements for a graduate degree. (See *2000-02 General Catalog* p. 71.)

\_\_\_\_\_ Graduate Assistants. If student is employed as a Graduate Assistant (GA), the Employment Action Form (EAF) must be submitted to the Personnel Office. If a student is eligible for a nonresident tuition waiver or doctoral instate tuition remission, the EAF should be filed prior to submitting a nonresident tuition waiver or doctoral instate tuition remission request, or a signed copy of the EAF sent to the School of Graduate Studies (SGS) with the request for a nonresident tuition waiver or doctoral instate tuition remission.

\_\_\_\_\_ Graduate Assistants registration requirement. All GAs must meet the registration requirement. This includes number of credits and level of credits. (See *2000-02 General Catalog*, p. 67)

\_\_\_\_\_ Requests for tuition waivers and remissions. Forms requesting nonresident tuition waivers or doctoral instate tuition remissions should be submitted to the SGS at least 1½ to 2 weeks prior to the beginning of the semester. (See SGS website.)

\_\_\_\_\_ Supervisory Committee approval. A committee form should be submitted to the SGS by the end of the first semester for a master's degree and by the end of the second semester for a doctorate degree. (See *2000-02 General Catalog*, p. 72.)

\_\_\_\_\_ **Master's Program of Study form.** A master's Program of Study form should be submitted to the SGS by the end of the second semester and must be submitted at least two months prior to the final defense or examination, or, for Plan C programs, completion of coursework. The form should indicate whether the student is in a Plan A, Plan B, or Plan C program. (See *2000-02 General Catalog*, p. 72-73.)

\_\_\_\_\_ **Doctoral Program of Study form.** A doctoral Program of Study form should be submitted to the SGS by the end of the third semester. (See *2000-02 General Catalog*, p. 73-74.)

\_\_\_\_\_ **Application for Candidacy.** An Application for Candidacy for a doctoral degree, verifying completion of the comprehensive examinations, must be submitted to the SGS at least three months before the final defense. (See *2000-02 General Catalog*, p. 74.)

\_\_\_\_\_ **Thesis/Dissertation credits.** For a Plan B report, 2-3 credits of 6970 are required. For a Plan A thesis, 6-15 credits of 6970 are required. A minimum of 12 dissertation credits is required for a post-master's doctorate and a minimum of 18 dissertation credits is required for a no-master's doctorate. (See *2000-02 General Catalog*, p. 74.)

\_\_\_\_\_ **Unacceptable courses.** Audited courses, foreign language courses, continuing graduate advisement, individual home study, military science, and courses numbered below 3000 may not be used for a degree program or toward status as a full-time student. No more than 12 workshop credits may be applied to a master's degree. (See *2000-02 General Catalog*, p. 70.)

\_\_\_\_\_ **Lower level courses.** Up to 3 semester credits of 3000-4990 level courses may be used for a master's degree with approval of the supervisory committee and the graduate dean, but must be outside the degree granting department. 5000-5990 level courses may be used in a graduate program if approved by the supervisory committee and the graduate dean (See *2000-02 General Catalog*, p. 70.)

\_\_\_\_\_ **Grade point average.** Graduate students are required to maintain a minimum GPA of 3.0 for degree-program courses. The GPA is taken from the USU transcript until a Program of Study is approved. After approval of the Program of Study, the GPA will be taken from the Program of Study, unless directed otherwise by a department. Grades below "C" will not be accepted. Two or more semesters below 3.00 GPA may result in termination of the student's participation in the degree program. (See *2000-02 General Catalog*, p. 70.)

\_\_\_\_\_ **"P" grades.** "P" (Pass) grades will be accepted only for seminars, special problems, interdisciplinary workshops, and thesis or dissertation research. (See *2000-02 General Catalog*, p. 70.)

\_\_\_\_\_ **Research clearance.** All University research involving human subjects, use of animals, radiation or radiological materials, or biohazardous materials must be reviewed and approved by the appropriate University committee(s) **before research is started**. Contact the SGS for further information. (See *2000-02 General Catalog*, p. 71.)

\_\_\_\_\_ **Residency requirement.** For a master's degree, at least 24 semester credits must be from USU. For the PhD, a minimum of 33 USU semester credits, at least 3 semesters, two of which must be consecutive, of full-time registration in residency at USU are required. For the EdD, a minimum of 39 USU semester credits is required, at least 3 semesters of full-time registration in residence at USU are required. None need to be consecutive semesters for the EdD, but two full-time semesters must be taken on campus prior to dissertation credit. (See *2000-02 General Catalog*, p. 73-74.)

\_\_\_\_\_ **Nonmatriculated credits.** A maximum of 12 semester credits earned as a nonmatriculated, postbaccalaureate student may be used in a graduate degree program, if approved by the student's supervisory committee. (See *2000-02 General Catalog*, p. 70.)

\_\_\_\_\_ **Out-of-date coursework.** Coursework that is more than eight years old may not be used for a graduate degree. Work experience cannot be substituted for out-of-date coursework. (See *2000-02 General Catalog*, p. 69.)

\_\_\_\_\_ **Time limit for degree completion.** A master's degree must be completed within six years of matriculation and a doctorate degree must be completed within eight years of matriculation. (See *2000-02 General Catalog*, p. 69.)

\_\_\_\_\_ **Transfer credits.** The student's supervisory committee may recommend transfer of graduate credits earned from an accredited institution. The credits must not have been used for another degree and the courses must have been taken within the past eight years. Transfer credits must be approved by the graduate dean. Only 12 semester credits earned before matriculation at USU may be transferred. Credits with grades below "B" or "P" grades cannot be transferred. Student must still meet USU residency requirement. (See *2000-02 General Catalog*, p. 70-71.)

\_\_\_\_\_ **Language requirement.** For the MA degree, the SGS requires verification that the student has filled the language requirement. (See *2000-02 General Catalog*, p. 73.)

\_\_\_\_\_ **Thesis, dissertation, or Plan B defense or final examination.** A defense or final examination should be scheduled at least 7 weeks before the anticipated degree-completion date. The Appointment for Examination form must be submitted to the SGS a minimum of 10 working days prior to the defense or examination. (See *2000-02 General Catalog*, p. 74-75.)

\_\_\_\_\_ **Letter of completion.** For a nonthesis master's program, a letter must be submitted from the department head to the SGS verifying that the student has completed all required work and reports. (See *2000-02 General Catalog*, p. 75.)

\_\_\_\_\_ **Graduation forms.** Students are sent the graduation forms with a copy of the approved Program of Study, except for Plan C programs (no defense). A request to give the graduation forms to the Plan C students must be submitted to the SGS by the department using the Completion of Requirements Plan C form. The graduation forms can be completed and submitted to the SGS anytime after the students received the forms. The Binding card, microfilm form, and keyword form are given to the students at the time that the thesis/dissertation is cleared in the SGS. All graduation forms must be completed, fees paid, and forms submitted to the SGS before a degree can be closed out.

\_\_\_\_\_ **Binding clearance.** A Binding Clearance form will be given to the student when the copies for binding have been submitted to the library. The form must be submitted to the SGS before the degree can be closed out.