

**SCHOOL OF GRADUATE STUDIES
DOCTORATE DEGREE CHECKLIST**

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

- _____ Committee form approved and up-to-date?
- _____ Program of Study forms approved?
Have all courses listed on the form been taken and grades submitted? If there is to be any changes on the Program of Study form, a letter is needed from the committee authorizing the change.
- _____ Is any of the coursework (including transfer credit) on the Program of Study form out-of-date (older than eight years)?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 Graduate School outlining how the courses will be revalidated.
- _____ Application for Candidacy form approved (which includes verification that comprehensive exams have been passed)?
- _____ Plans for Publication form submitted to School of Graduate Studies?
- _____ Incomplete grades for research credits changed?
- _____ Registered for at least three (3) credits the quarter of defense?
- _____ Record of Exam completion form signed by the committee and submitted to the School of Graduate Studies?
- _____ Graduation forms (listed below) completed, fees paid, and forms returned to the School of Graduate Studies?
 - _____ Commencement Data Card
 - _____ Graduation Fee Payment Form
 - _____ Alumni File Card
 - _____ Survey of Earned Doctorates
- _____ Dissertation completed and signed by all committee members?
When this step is completed, the dissertation should be submitted to the thesis coordinator for review. When he is satisfied that it meets the requirements, he will sign a Dissertation and Thesis Check Sheet. The dissertation and check sheet are then submitted to the Dean of the School of Graduate Studies for review. 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

Serials Department in the Science & Technology Library, Room 010A, for hard binding. Binding, microfilm, and copyright fees will be paid to the Serials Department at that time. Please note that the University requires two (2) copies of the dissertation: one remains in the library, the other goes to the department.

After the Dean has signed the dissertation, the student's file will be reviewed for completion.