Checklist-Plan B

- Supervisory Committee form is approved and up-to-date (end of second semester). (A revised Supervisory Committee 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 second 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).
- Residency Requirement: at least 24 of the credits used to satisfy degree requirements are from Utah State University.
- Coursework on the POS (including transfer credits) taken more than 8 years prior to the defense is revalidated. (Revalidation of coursework requires the Dean of the SGS approve a revalidation plan submitted by the major professor.)
- Complete the Master’s Thesis/Project Proposal Approval Form once your committee has approved your project proposal.
- Verify with committee members how long they will need to review your project before your defense. Make certain they have your project within that time period.
- Appointment for Examination form is submitted to the SGS at least 10 working days before the final examination.
- Registered for at least three credit hours the semester of defense.
- Record of Exam Completion form is signed by the entire committee and 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/
  - SGS Graduation Information Checklist: https://usu.us.qualtrics.com/SE/?SID=SV_afNTHsCYkEkEWxL
- Graduate Report/Creative Project Approval form (provided at the final defense) is signed and taken to the Merrill-Cazier Library with your report/project.
- Plan B binding receipt from the library is returned to the SGS.

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.