Checklist—Professional Degrees

- If required by the department and program, the 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.)

- Registered for at least three credit hours your completion semester.

- If a project is required, complete the Master's Thesis/Project Proposal Approval Form once your project proposal has been approved.

- Major Professor has informed the department's Graduate Program Coordinator (GPC) of your completion semester before the dates listed below. **Submission after the semester deadline may jeopardize the desired completion semester.**
  - Fall semester completion: October 15
  - Spring semester completion: February 15
  - Summer semester completion: June 15

- Letter of completion, verifying all coursework and other degree requirements have been completed, is submitted by the department head no later than the last day of the semester of completion.

- 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/](https://usu.edu/aaa/sgs/)
  - SGS Graduation Information Checklist: [https://usu.us.qualtrics.com/SE/?SID=SV_afNTHsCYkEkEWxL](https://usu.us.qualtrics.com/SE/?SID=SV_afNTHsCYkEkEWxL)

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](https://rgs.usu.edu/graduateschool/files/uploads/Completion_Table_for_Spring_2015.pdf) for more information.