

Third Year Grad Student Check List

Fall Semester

- Sign your graduate funding letter.
- Sign your Insurance Agreement. You need to do this whether you intend to waive or accept this offer.
- Meet with your thesis supervisory committee in the Fall and finalize plans for your thesis. This includes scheduling your thesis exhibition.
- Check your credit totals with our GPC, Janet Wilhelm, to ensure you meet the minimum requirements for your degree. Any discrepancies will need to be resolved and paid through the Registrar's Office.

January

- Your artwork should be substantially completed and approved by your thesis committee.
- A complete first draft of any written materials included in your documentation should be approved by your thesis supervisory committee. This includes an artist statement, exhibition title, exhibition proposal, and any additional written materials requested by your committee.

By February 28

- Revised written documentary materials should be submitted to your committee.
- Promotional materials need to be submitted to your committee for approval.
- Digital copies of approved materials to our GPC, Janet Wilhelm.
- Verify or Complete the [APPLICATION FOR GRADUATION](#) by February 28.
 - You will only need to complete this once.*
 1. Check for an active graduation application by logging into Banner, Student Records, View Application to Graduate. Scroll down to the bottom and verify your degree is correct.
 2. If you have not completed an application or do not see one in Banner, please follow the link above. On this webpage, you will be able to submit a preferred name for your

diploma, add a diploma address, have the \$15 Graduation Fee assessed to your student account, and complete the Student Exit Survey.

3 weeks before your oral defense (AT LEAST 10 business days)

Complete the Appointment for Exam in ServiceNow: https://usu.servicenow.com/aggies?id=sc_cat_item&sys_id=349bb0c04fe3ef80c8ce85c98310c7bd

Submit a digital copy of your thesis to the library at Digital Commons: https://digitalcommons.usu.edu/grad_info/2/

After you pass your oral defense but BEFORE May 1

Submit a **Graduation Check Request** in ServiceNow: https://usu.servicenow.com/aggies?id=sc_cat_item&sys_id=8090d8e91b0bb810fae0cbb5624bcbb7&parent_id=6fb8db5adb124503e0cef0705961983

Verify your mailing address in banner

Check outstanding fees or holds on your account

Pay the \$15 fee, if you haven't already done so, that has been assessed to your student account.

Check your transcripts for any "incomplete" or incorrect grades and credit discrepancies. If you have any incomplete grades, please work with your GPC to submit a grad change request. Grade changes can only be submitted by the professor of record and must be done through the Registrar's Office. Once the request is submitted, verify that your transcripts have been updated.

If needed, request a Letter of Completion. Some employers or organizations will require proof of completion. You can request a letter by emailing megan.murdock@usu.edu. Please include any specific information needed (such as who to address the letter to or an e-mail address to send it, your A#, and preferred name/pronouns). These requests typically take 24-48 business hours to complete.

Verify your degree. Once you've completed all of your degree requirements, your degree will be posted to your account. You can verify by logging on to your student transcripts on Access Banner: https://ssb.banner.usu.edu/zprod/twbkwbis.P_GenMenu?name=bmenu.P_StuMainMnu

You can order **official transcripts** at the National student Clearing House: <https://tsorder.studentclearinghouse.org/school/welcome>

Diplomas are administered and sent by the Registrar's Office. It takes up to 8-10 weeks after the semester to receive your diploma. If you need to change your address, please contact registrar@usu.edu with your A#, name, and updated information.