GRADUATION CHECKLIST
Department of English Graduate Programs

THE BASICS

- It is the STUDENT’S responsibility to know and meet all deadlines and requirements.
- Review the English Department’s graduate student Graduation Information website for deadlines, the Graduation Scheduler tool, and links to other ISU resources (http://www.engl.iastate.edu/graduate-students/resources-for-current-students-faculty/graduation-information/).
- Students must stay in regular contact with POS Chair/Major Professor as they prepare to graduate.
- All POS required courses must be completed or be in progress in the semester of the Final Oral Exam.
- PhD students are required by the Graduate College to have six (6) months between the dates of the Preliminary Oral Examination and the Final Oral Examination.
- Refer to final project guidelines in the Graduate POS Manual for a particular degree program (http://www.engl.iastate.edu/graduate-students/resources-for-current-students-faculty/).
- Review the Graduate College Electronic Theses/Dissertations (ETDs) at ISU website (http://www.gradcollege.iastate.edu/current/thesis/) for information about starting to write the thesis/dissertation, graduation requirements, and Graduate College deadlines.

Semester before graduation

- No later than the semester BEFORE graduation, the Program of Study and Committee (POSC) Form MUST be submitted online via your AccessPlus account for POS Committee members and DOGE approval by November 1, April 1, or July 1. The POSC Form MUST be completely routed through the electronic system with all committee member and DOGE approvals and received by the Graduate College for final approval by their announced deadline of the semester before graduation (usually the final oral exam deadline) or graduation will be delayed.
- Changes to the POS Committee and/or POS coursework need to be submitted using the POSC Form via the student’s AccessPlus account for final Graduate College approval. Changes can still be made in the semester of graduation if necessary (changes to committee members must be approved by the Graduate College BEFORE final oral exam meeting; reconcile POSC Form coursework matters).
- (strongly encouraged) Attend ETD Seminars presented by the Graduate College. Announcements will be sent via email and seminar information is available online at http://www.gradcollege.iastate.edu/current/thesis/seminars/.
- Register for the semester in which the Final Oral Examination meeting will be held (may or may not be the same term as actual graduation).
  - Coursework (all POS required coursework must be completed or be in progress the same semester)
  - Thesis/dissertation research (699)—request reference number from Grad Prog Staff Assistant
  - Creative component (599)—request reference number from Grad Prog Staff Assistant
  - Examination Only (GR ST 600) credits

If the Final Oral Examination meeting is held on or before the first day of classes, then the previous semester’s registration will “count” as meeting this registration requirement. If the Final Oral Examination meeting is held between semesters, the student must be registered in the semester before or after the exam. International students holding F-1 or J-1 visas may have additional registration requirements and should contact ISSO as early as possible.
1. Apply for Graduation
   • Submit online via AccessPlus by Friday of the third week of classes. A $20 late fee will be charged for submissions missing this deadline but received no later than by the end of the fifth week of classes.
   • A $145 Thesis Fee billed to all thesis/dissertation students (not MA non-thesis creative component students); one-time-only, non-refundable only the first semester the Application for Graduation is submitted; if graduation is delayed to a later semester, the Thesis Fee will not be charged again.
   • Register for thesis/dissertation credits (699) or creative component credits (599) or other appropriate and acceptable registration. Request 599/699 registration reference number from Graduate Program Staff Assistant.
   • Review ISU Graduation and Commencement website (http://www.graduation.iastate.edu/) for details about ceremony attendance and instructions, diploma mailing, cap and gowns, photos, etc. Complete Commencement Ceremony Attendance and Diploma Mailing form in AccessPlus by the Graduation and Commencement Office deadline for the appropriate semester.
   • Work on resolving any POS and Committee (POSC) matters
     o POS Committee member changes must be approved by the Graduate College before the Final Oral Examinations meeting is held; submit online via the AccessPlus POSC Form.
     o POS coursework modifications may be necessary due to courses changing from those originally approved; submit online via the AccessPlus POSC Form.
     o Department forms must be updated to match POSC Form modifications regarding degree program requirements (i.e., Transfer Credit Petition, MFA Environmental Course Petition, RPC PhD Concentration Petition, POS Waiver/Equivalency Petition).
     o Grades for all Incompletes (I), Nonreport (NR), or F’s must be resolved and grades changed by the instructor (even if the course is not used to meet POS degree requirements), or a memo must be submitted by the Major Professor requesting and providing justification for why graduation should be allowed with particular Incompletes (I), Nonreports (NR), or F’s on the student’s record.

2. Thesis/Dissertation/Creative Component Requirements
   • Graduate College requirements regarding Theses/Dissertations (ETDs) are available on the Graduate College Electronic Theses/Dissertations (ETDs) at ISU website (http://www.grad-college.iastate.edu/current/thesis/).
   • Strongly encouraged to attend ETD Seminars presented by the Graduate College. Announcements will be sent via email and seminar information is available online at http://www.grad-college.iastate.edu/current/thesis/seminars/.
   • Thesis/Dissertation students refer to the Thesis Checklist found on the Graduate College ETD website (http://www.grad-college.iastate.edu/current/thesis/) to help find formatting items that need to be corrected to speed up the acceptance process.
   • Creative component M.A. students work with Major Professor regarding an appropriate format for their project. They are not required to upload an electronic copy for the Graduate College, but they must provide an electronic copy to the English Department (email to englgrad@iastate.edu).

3. Final Oral Examination
   • Find a Final Oral Examination meeting date and time as soon as possible (must be no later than Final Oral Examination Deadline set by the Graduate College) when POS Committee members can meet.
     o Utilize Graduation Scheduler tool to project deadlines for Thesis/Dissertation/Creative Component completion based on possible dates.
     o Changes to POS Committee membership if necessary must be approved by the Graduate College before the Final Oral Examination meeting is held (by student via AccessPlus account as a POSC Form modification or by submitting a Request to Change Committee Appointment form if an emergency and/or temporary change in committee membership).
o All POS Committee members must be present or have approval before the exam to participate at a distance. The distant committee member must get approval from the Graduate College using the Request for Preliminary or Final Oral Examination with Committee Member at a Distance form (http://www.grad-college.iastate.edu/common/forms/student_forms.php). A maximum of one distance participant is allowed by the Graduate College.

o (if applicable) Students may now take their exam from a distance if necessary due to extenuating circumstances. Permission is required BEFORE the exam for student to participate via video conferencing. Submit to the Graduate College the appropriate Exam at Distance form (download at http://www.grad-college.iastate.edu/common/forms/student_forms.php) signed by the Major Professor and DOGE.

• Find and reserve a meeting room. Usually 2 hours is sufficient. Most students use 215 or 212 Ross which have overhead projection equipment for presentations (http://exchange.iastate.edu; username: englreserve; password: engl15cal).

• Request for Final Oral Examination form is due no later than three weeks/21 days before the date of the exam (http://www.grad-college.iastate.edu/common/forms/student_forms.php) and must be signed by all POS Committee members indicating their commitment to attend on that date. Students are responsible for getting this form to the Graduate College, 1137 Pearson.

• Prepare for Final Oral Examination meeting
  o Submit draft of the Thesis/Dissertation/Creative Component to Major Professor at least 4 weeks before final oral exam date.
  o Graduate College CANCELLATION DATE is the deadline to submit a Request or Final Oral Examination form to the Graduate College or be automatically dropped from the current term Graduation List.
  o If the date of the Final Oral Examination meeting changes after the Request for Final Oral Examination has been submitted, notify the Graduate College (515-294-4531) and the English Department Graduate Program Staff Assistant (englgrad@iastate.edu) immediately.
  o Determine ability to complete Thesis/Dissertation/Creative Component by the date of the scheduled final oral examination meeting and meet remaining graduation deadlines for current term.
  o If necessary, cancel graduation for the current term via AccessPlus account (see #4).
  o All students remaining on the Graduation List after the Cancellation Date will be assessed the non-refundable Graduation Fee of $75.
  o Submit copies of final Thesis/Dissertation/Creative Component to ALL POS Committee members at least 2 week before final oral exam meeting for review prior to the exam. A committee member can cancel the exam if received less than 2 weeks before the final oral exam meeting.

• Final Oral Examination meeting conducted by the Major Professor
  o Approved Request for Final Oral Examination received by Major Professor and student from the Graduate Program Staff Assistant via email 1 week before the exam. Conditions may be noted regarding matters to be cleared up before graduation can be finalized.
  o Major Professor receives Report of Final Oral Examination form prepared by the Graduate Program Staff Assistant 1 week before the date of the final oral examination meeting.
  o Major Professor receives Graduate Student Approval Form from the Graduate Program Staff Assistant and it should not be signed by the Major Professor until the student has finalized their thesis/dissertation/creative component for electronic submission. This form can also be downloaded and completed by the student (http://www.grad-college.iastate.edu/common/forms/student_forms.php).
  o Major Professor is responsible for ensuring that all POS Committee members are present. ALL POS committee members MUST be present or be approved by the Graduate College to participate at a distance. Last minute arrangements due to unavoidable emergencies can be approved by the Graduate College if the Major Professor contacts that office ASAP at 515-294-4531.
  o Complete the Report of Final Oral Examination form at the conclusion of exam.
    ✓ Results must be marked. If given a Conditional Pass, conditions must be marked and noted. Conditions must be removed by the Graduate Student Approval Form deadline before graduation can be finalized.
    ✓ Signatures required from all POS Committee members.
Signature of student required.

Student sees Graduate Program Staff Assistant, 227 Ross, to check paperwork and receive a copy of the exam results (if not available, please leave a copy or send a scanned copy of results to Teresa Smiley from the 206 Ross copier).

Student is responsible to deliver Report of Final Oral Examination form to the Graduate College, 1137 Pearson, immediately following the exam (or the next morning if necessary).

4. If graduation is delayed

- Adjust Application for Graduation to a later term in AccessPlus.
- Students will not be charged the $145 Thesis Fee again; it is only charged the first time student applies to graduate.
- Graduation Fee of $75 (non-refundable) will be charged to the student’s account if student remains on the Graduation List after the Cancellation Date in the term indicated in AccessPlus for graduation.
- If graduation is delayed to summer, student should consider participating in Spring or Fall Commencement (see #6).
- Registration requirements apply and tuition and fee charges are applied based on the date scheduled for the Final Oral Examination meeting.
  - If the Final Oral Examination meeting date is between terms (including the first day of classes of the next term), registration is required for either the term before or the term after the final oral exam meeting date.
  - If the Final Oral Examination meeting date is during a term the student is registered but the student does not meet that term’s graduation deadlines (the meeting date is after the Final Oral Examination Deadline that term), the student delays graduation to a later term but without having to register during the actual term of graduation.

5. Finishing Up

- **Finalize Thesis/Dissertation/Creative Component.** Complete final edits, corrections, and formatting changes.
- Thesis/Dissertation students refer to the Thesis Checklist found on the Graduate College ETD website (http://www.grad-college.iastate.edu/current/thesis/) to help find formatting items that need to be corrected to speed up the acceptance process.
- Submit FINAL version of Thesis/Dissertation/Creative Component to Major Professor for review and approval to submit. Major Professor and other POS Committee members may request a bound hard copy.
- Creative Component students consult with their Major Professor to determine appropriate format. Students completing Creative Components are required to submit an electronic copy to the Graduate Program Staff Assistant by the Graduate Student Approval Form deadline. Student must submit a single PDF document of the entire project via email to englgrad@iastate.edu.
- Open a Thesis/Dissertation account with ProQuest by the deadline (same as last date for Final Oral Examination); input title of your thesis/dissertation to appear in the Commencement Program.
- Complete the English Department’s required Graduation Exit Information and Survey form (http://www.engl.iastate.edu/graduate-students/resources-for-current-students-faculty/forms). Fill this form out and submit electronically via email to englgrad@iastate.edu.
- Complete the Graduate Student Approval Form
  - The Major Professor receives Graduate Student Approval Form from the Graduate Program Staff Assistant or it can also be downloaded and completed by the student (http://www.grad-college.iastate.edu/common/forms/student_forms.php/).
  - Do not upload/submit the electronic thesis/dissertation until this form has been submitted to the Graduate College.
  - Major Professor must sign indicating content and format of thesis/dissertation/creative component was reviewed and they approve the final version for electronic submission to the ProQuest/UMI website (thesis/dissertation) or to the Graduate Program Staff Assistant (creative component).
Submit form to Graduate Program Staff Assistant, 227 Ross, for DOGE signature after Major Professor signature.

*if applicable* Obtain signature of second DOGE if co-majoring in another program (minor DOGE signature not required if student has a graduate minor).

**Submit the Graduate Student Approval Form** to the Graduate College by the deadline (this is the student’s responsibility). The following must be completed by this deadline:

- If a Conditional Pass was given, the Graduate College must be notified in writing by no later than the Graduate Student Approval Form deadline that all conditions have been met via a signed memo to the Dean of the Graduate College from all those required specifying that all conditions have been met satisfactorily and the exam results should be changed to Full Pass (copy to the Graduate Program Staff Assistant, 227 Ross, englgrad@iastate.edu). Each required committee member may send emails to Associate Dean Graves (graves@iastate.edu) with copies to Lisa Elm (lkelm@iastate.edu) and the Graduate Program Staff Assistant (englgrad@iastate.edu).

- Overall GPA of at least 3.00 unless a written request is received from Major Professor and DOGE and approved by the Graduate College to allow graduation.

- Registration requirement met for term of the Final Oral Examination and/or all other appropriate terms (such as doctoral Continuous Registration GR ST 680).

**Complete electronic submission of ETD Thesis/Dissertation** by the Upload to ProQuest/UMI deadline via the submission website (find link at [http://www.grad-college.iastate.edu/current/thesis/](http://www.grad-college.iastate.edu/current/thesis/)).

- Pay the appropriate processing and publication fees with a credit card.

- Receive automatic email message from ProQuest/UMI that ETD was submitted.

- Receive email from Graduate College indicating acceptance or requesting required changes. ETD review may take a few days.

- *if applicable* Make required changes. All thesis/dissertation format revision requirements must be met by the last class day of the term in order to remain on the Graduation List for the term.

- Receive email from Graduate College indicating acceptance.

**PhDs complete National Science Foundation Survey** ([https://sed.norc.org/survey](https://sed.norc.org/survey)).

**Meet all other ISU department requirements** (Registrar’s Office, Accounts Receivable, Financial Aid, College Placement, Facilities Management key return). Diplomas will not be mailed to graduates who have not met ALL ISU requirements.

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### 6. Summer term graduates (or if Spring graduation is delayed to Summer term)

- Consider participating in Spring Commencement or Fall Commencement.
- Review ISU Graduation and Commencement website ([http://www.graduation.iastate.edu/](http://www.graduation.iastate.edu/)).
- Log into student AccessPlus account and complete the following.
  - **Application for Graduation** in AccessPlus for summer term.
  - On student tab, select Graduation, then Diploma/Ceremony to indicate you want to participate in either the spring ceremony before you graduate or the fall ceremony after you graduate.

### 7. Commencement participation *(optional)*

- Review ISU Graduation and Commencement website ([http://www.graduation.iastate.edu/](http://www.graduation.iastate.edu/)).
- Log into student AccessPlus account and complete the following.
  - **Application for Graduation** in AccessPlus for correct term.
  - On student tab, select Graduation, then Diploma/Ceremony to indicate you want to participate in the commencement ceremony.

- Receive Diploma 3-4 weeks after commencement (if ALL ISU graduation requirements have been met). If you elected to pick up your diploma, you may do so in the Graduation Office. Otherwise, diplomas will be mailed on the date specified for a certain semester.