DG3 Graduate Degree Completion Checklist

Name _____

Complete and submit this form by the last day of the semester in which your degree is awarded. See the Graduate Student Advising Manual for the M.S. or Ph.D. degree for requirements that must be completed prior to the defense of your thesis/project or dissertation. Consult Graduate School deadlines each term.

Forms and Other Paperwork	Submission
GS25 Application for Graduation. Submit by Graduate School deadline in the semester you plan to graduate	RamWeb
GS24 Report of Final Examination. Submit within 2 days of final thesis/project/ dissertation defense	RamWeb
GS30 Thesis/Dissertation Submission. Submit final draft of thesis/dissertation after all required changes are complete and approved by your advisor	RamWeb
IRB project closeout. Close any protocols used for research with IRB by completing the IRB final report form.	Kuali IRB system
Survey of Earned Doctorates. (Ph.D. students only) Complete the required National Science Foundation survey.	NSF system
Complete the *Journalism & Mass Communication Abstracts* form, available from the JMC Graduate Coordinator. Required for all theses/dissertations (not projects).	Email to Graduate Coordinator
Check Graduate Degree Audit. Consult RamWeb to clear any graduation holds.	RamWeb
Fill out the JMC Graduate Exit Survey. Provide your contact information, future plans, and program feedback for department records.	Online

Other Tasks	Submission
Distribute final thesis/project/dissertation. Email the final version of your thesis/project/dissertation to your advisor and all committee members.	Email
Submit any IRB data. Provide all materials related to any IRB-approved research if applicable. The department is required to archive materials for 3 years.	Graduate Program Coordinator
Clear course incompletes. Complete any outstanding course requirements and request a grade change before the last day of classes in graduation semester.	Course instructor
Return all JMC/CSU items. Return office keys and any borrowed equipment to the JMC front office. Return any library books to the library.	Front office/ Morgan Library
Retrieve personal items. Clear your department work area and mailbox.	Personal
Clear department computers. Delete all personal files from JMC computers used.	Personal

Approvals

_____   _____
Student signature   Date   Graduate Program Coordinator signature   Date