

Graduation, Commencement, Diplomas, Transcript Requests, Letter of Completion

Are you ready to graduate? As you near the point of completing your degree, you need to be sure your records are in order. Here is the checklist to follow.

Have you applied to graduate? You must complete the Application for Degree in order to be considered for graduation. The form is a menu item on your VandalWeb (<https://vandalweb.uidaho.edu/>) page. You will complete the form online, **print the form** for signatures, and submit the form to the College of Graduate Studies. The form is due the end of the Fall for a May graduation and prior to the end of the Spring semester for both a Summer and the Fall semester graduation. If you miss the deadline for a specific semester, you can still apply but you will be charged a late fee.

Is your Degree Audit satisfied? When the Application for Degree is submitted to the Graduate College, your file will be checked to be sure all your student records are in order. The courses listed on your Degree Audit are the minimum requirements for your degree and must all be completed to be clear for graduation.

If there are changes that need to be made so the audit will show as completed, please enter **Study Plan Change form** option on your VandalWeb and complete the process. It is important that your Degree Audit shows as completed prior to the semester in which you plan to graduate. A Degree Audit that is not complete could delay your graduation.

Is your Major Professor and committee listed correctly? On your VandalWeb page, there is a menu item called Check Registration Status. When your Major Professor or committee, if a committee

is required, is approved, the names are posted on that page. Please check it to be sure your listing is correct. If it is not, please complete a **Committee Change Form*** to update our records prior to proceeding with your exit requirement.

Are you registered? If you are using any faculty time, completing a non-thesis exit activity, defending your thesis or dissertation, or submitting your thesis or dissertation, you are **required to be registered**. If you are a non-thesis student, you are not required to be in a specific course if you are registered for other courses. If you are a thesis or dissertation student, you must be registered in 500 or 600 level credits, whichever is appropriate.

What is the exit requirement if you are a non-thesis master's or specialist student?

All degrees require an exit activity as determined by the program. If you are a non-thesis student, your exit requirement may be a project, paper, portfolio, recital, exam, etc. Once completed, your Major Professor submits the **Non-Thesis Report Form*** to the College of Graduate Studies that verifies the requirement is completed by the deadline for that semester. If the form is not received, your degree could be delayed.

What is the exit requirement if you are a thesis or dissertation student? If you are a thesis or dissertation student, you must submit the **Request to Proceed with Final Defense*** to the College of Graduate Studies prior to your defense. Doctoral students are required to do so at least 10 working days prior to the defense. Upon receiving this form, a **Final Defense Form** will be issued for grading purposes at the defense. This form is then submitted to the Graduate College as soon as

possible following the defense. Please refer to the brochure "Defending and Submitting a Thesis or Dissertation."

What is the deadline to finish? The last day of the semester or term is the deadline for the College of Graduate Studies to receive the Report of Non-Thesis Requirement form or to submit the final copies of your thesis or dissertation.

If these items are not submitted by the deadline for a current semester but are submitted prior to the beginning of the next semester or term, you will be a graduate of the following semester or term with no future registration required, as long as you were registered appropriately the previous semester or term. This would apply to the time in August between the end of Summer School and the beginning of the Fall semester and also the time in December and January between the Fall semester and the beginning of the Spring semester. For information on specific dates, please contact the College of Graduate Studies.

Are original signatures required on the signature page of a thesis or dissertation?

No. All the signatures can be placed on a non-bond paper. The signed page is then inserted into your document and photocopied on the same bond paper as the rest of the document. If you are purchasing your own paper and using a printer, you may photocopy the page on the same paper that matches the rest of the document.

How long does it take to get a signature page returned that has been signed by the Dean of the College of Graduate Studies? If you wish, the Dean will sign **one** extra page to be returned to you approximately one week after submission. If you are waiting for this page to proceed with personal binding, please plan your time accordingly.

Graduation, Commencement, and when do you get your diploma? Graduation occurs the semester you complete the requirements for your degree. **Commencement** is the ceremony that celebrates your accomplishment. On the Moscow campus, a commencement ceremony is held in December and in May. At the Coeur d'Alene, Boise, and Idaho Falls Centers, a commencement ceremony is held each May.

If you wish to participate in a commencement

ceremony but will not complete the graduation requirements until the following semester, you may request do so by completing the "Walk Through" form. The form is available at www.uidaho.edu/registrar/forms and should be submitted with the Application for Degree.

Diplomas are sent approximately 6-8 weeks after the end of the semester in which you graduate. For specific details regarding graduation, commencement, and diplomas, please refer to the Registrar's website at www.uidaho.edu/registrar and click on Graduation.

Should you need proof of your degree prior to receiving your diploma, you may request a **Letter of Completion** from the Registrar's Office. However, a letter can be done only when all grades have been submitted and requirements for the degree have been met.

How do I get a copy of my transcript? You can submit a request for a transcript to the Registrar's Office. The form and payment details are available at www.uidaho.edu/registrar/transcripts.

Now that you have graduated, can you continue taking classes or start a new degree program? Of course. When you graduate, your curriculum for that degree is closed. To register in the future, you will need to have a new curriculum. This process is completed by submitting a **Change of Curriculum form**.^{*} You will find this form under General Student Forms at www.uidaho.edu/cogs/forms. If you do not wish to start a new degree, you can be admitted as a Grad Unclassified student. Please contact the College of Graduate Studies for assistance.

Do you have any questions? The staff in the College of Graduate Studies always welcomes the opportunity to assist you. If you have any questions, please call, email, or stop in our office.

***All forms listed above, unless otherwise indicated, are available within the how to guide referring to that action at**
www.uidaho.edu/cogs/currentstudents/guides/howto

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