

1. Application For Graduation (Diploma Slip) **

Fill out the form according to the instructions, sign it, obtain signatures from your major professor(s) and the Director of Graduate Education (DOGE) for your major, and submit it to the Graduate College no later than the deadline for the term you plan to graduate. If your plans change, cancel the diploma slip by calling your departmental secretary and fill out and submit a new diploma slip for the new term you intend to graduate.

2. Final Oral Examination

After you have established a date and time that you and your whole committee can meet for the Final Oral Examination, obtain the “**Request for Final Oral Examination**” form from your departmental office. Fill it out, obtain signatures, and submit it to the Graduate College **at least 3 weeks** prior to the Final Oral Examination date.

Provide a copy of your thesis or creative component to each of your POS committee members **at least 2 weeks** before your examination date. A “**Report of Final Oral Examination**” form will be sent to your department or major professor several days before your examination, once the Request for Final Oral Examination has been approved. Submit the completed Report of Final Oral Examination form to the Graduate College immediately after the Final Oral Examination (or the following morning if your exam ends after 4:30 p.m.).

3. Thesis* Submission

- Follow procedures and guidelines on the **Graduate College ETD website** <http://www.grad-college.iastate.edu/thesis/homepage.html>.
- Use the **Thesis Checklist** as the primary guide in preparing your thesis for submission. (<http://www.grad-college.iastate.edu/thesis/checklist.html>)
- Bring your signed **Thesis/Dissertation Submission Form**** to the Graduate College by the deadline for the term you plan to graduate. These signatures signify that your Major Professor(s) and DOGE(s) have reviewed the content and format of your final ETD thesis and that they approve it for submission to ProQuest/UMI. You must also be sure that the PDF version is correct.
- Log on and submit the final single PDF file of your thesis to the ProQuest/UMI website at: <http://dissertations.umi.com/iastate/> by the deadline for the term you plan to graduate. The Thesis Office will review your thesis and will notify you **by e-mail** of your status.
- The Publishing Agreement and thesis abstract must be completed on-line at the time of thesis submission. PhDs: The NSF *Survey of Earned Doctorates* is needed to collect data from all PhD graduates in the USA, and may be filled out at the NORC survey website (see the Thesis web page for the link) or at the Graduate College.

4. Approval Slip for Graduation

The Graduate College will send your department, support staff, or major professor the Approval Slip with the “Report of Final Oral Examination” form after your “Request for Final Oral Examination” form is received and approved.

* Throughout, the word “thesis” refers to both thesis and dissertation.

** <http://www.grad-college.iastate.edu/thesis/forms.html>

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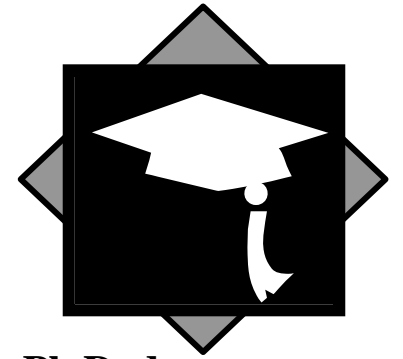
IOWA STATE UNIVERSITY
OF SCIENCE AND TECHNOLOGY

Graduate College

1137 Pearson Hall

515-294-4531 (general number)

515-294-2666 (thesis questions)



Finishing up your Master's or Ph.D. degree 2009-2010

To the Prospective Graduate:

In this flyer you will find instructions for the procedures to follow if you intend to graduate Summer 2009, Fall 2009, Spring 2010 term. Deadlines for the various requirements for graduation for each of these terms are listed within; failure to meet any of these deadlines may result in the CANCELLATION of your graduation for that term. Details of each of these deadlines are explained on the back. It is your responsibility to see that these requirements are met.

Additional information about these requirements may be found in the *Graduate College Handbook* or in the *Thesis Guidelines*, both available on-line (<http://www.grad-college.iastate.edu>).

General Information

POS: You must submit a Program of Study (POS) form for review and approval to the Graduate College no later than 1) the term before the preliminary oral examination (for doctoral students) or 2) the term before the final oral examination (for master's students). Your Committee Appointment form must be approved by the Graduate College **before** your POS will be reviewed.

Registration/Tuition: You must register for the minimum tuition fee (tuition equivalent of 2 credits or GRST 600 if no courses are needed) as an ISU graduate student the term you take your final oral examination. If your final oral examination date falls between terms, your registration can be for either the term before or the term after the examination date. International students holding F-1 or J-1 visas may have additional registration requirements and should contact ISS as early as possible.

Fees: During the term of graduation, you will be billed a \$50 graduation fee by the Registrar (non-refundable if you do not cancel by the cancellation deadline). Upon submitting an Application for Graduation, all thesis students will be billed a one-time-only, non-refundable \$100 thesis fee by the Graduate College to cover thesis review and processing, thesis technical help, and printing, binding, and shipping fees for the ISU library copy. In addition, all thesis and dissertation candidates will pay a publication fee on-line at thesis submission: all Ph.D. candidates will pay a \$65 fee directly to ProQuest (also called University Microfilms/UMI) to cover microfilming of the thesis, web access and distribution, archiving, and publication in Dissertation Abstracts International; all Master's thesis candidates will pay a \$55 fee to ProQuest for the microfilming and archiving of the thesis. These fees and all other tuition and fees must be paid in order to receive your diploma. (All fees are subject to change.)

Summer 2009, Fall 2009, Spring 2010 Graduate College Graduation Deadlines

If you are submitting a thesis or dissertation, all the deadlines listed below apply; if you are a non-thesis candidate, disregard the thesis submission deadlines.

	Summer 2009	Fall 2009	Spring 2010
<p>1. Last date to file an APPLICATION FOR GRADUATION (Diploma Slip**) for this semester: This form is available in your department or on-line.** Upon submitting the application for graduation, all thesis students will be billed a one-time-only \$100 nonrefundable thesis fee by the Graduate College to cover thesis review and processing, thesis technical help, and printing, binding, and shipping fees for the ISU library copy. This is billed to the student account.</p>	Friday, May 8	Friday, August 28	Friday, January 15
<p>2. Last date for FINAL ORAL EXAMINATION. At least 3 WEEKS prior to your scheduled FINAL ORAL EXAMINATION date:</p> <ul style="list-style-type: none"> Confirm final oral examination date and time with POS committee members. Submit a signed “REQUEST FOR FINAL EXAMINATION” form (available in your department) to the Graduate College. Any student who has not submitted a Request for Final Examination form by the cancellation date listed at the right will be removed from the graduation list. All students remaining on the graduation list by this date will not be refunded the graduation fee. <p>At least 2 WEEKS prior to your scheduled FINAL ORAL EXAMINATION date:</p> <ul style="list-style-type: none"> Provide a copy of your thesis or creative component to POS committee members. 	Friday, July 17 <i>cancellation date: June 26</i>	Wednesday, November 25 <i>cancellation date: November 4</i>	Friday, April 16 <i>cancellation date: March 26</i>
<p>3. Last date to submit the signed Thesis/Dissertation Submission Form: http://www.grad-college.iastate.edu/forms/forms.html</p> <ul style="list-style-type: none"> The signatures on this form tell the Graduate College that your Major Professor(s) and DOGE(s) have reviewed the content and format of your final ETD thesis and that they approve it. The Thesis Office will not look at your thesis without this signed form. 	Tuesday, July 21 4:00 p.m.	Tuesday, December 1 4:00p.m.	Tuesday, April 20 4:00 p.m.
<p>4. Last date for students with a thesis/dissertation (ETD) to upload the final thesis to ProQuest/UMI: (http://www.grad-college.iastate.edu/thesis/)</p> <ul style="list-style-type: none"> The Thesis Office will not look at any thesis/dissertation that has not strictly followed Thesis Office requirements. http://www.grad-college.iastate.edu/thesis/checklist.html If the thesis is not correctly formatted and complete at submission, your graduation approval process will be slowed significantly. 	Thursday, July 23 4:00 p.m.	Thursday, December 3 4:00 p.m.	Thursday, April 22 4:00 p.m.
<p>5. Last date for obtaining final signature on the GRADUATE STUDENT APPROVAL SLIP: Obtain signatures according to the instructions on the back of the Graduate Student Approval Slip for Graduation. In particular, no later than this date, be sure that:</p> <ul style="list-style-type: none"> All grades for INCOMPLETES from previous terms have been submitted to the Registrar’s Office. If a CONDITION was placed on your final oral examination, your major professor (and committee members, if marked on the Report of Final Oral Examination) must have requested removal of the condition with a letter to the Graduate College. <i>If you do not receive a Graduate Student Approval Slip at the time of your final oral examination, or from DOGE/graduate support staff, contact Lori Meyer (294-4531) in the Graduate College Office.</i> 	Friday, July 24 4:00 p.m.	Friday, December 4 4:00 p.m.	Friday, April 23 4:00 p.m.
6. COMMENCEMENT CEREMONY	Saturday, August 8	Friday, December 18	Friday, May 7

** <http://www.grad-college.iastate.edu/thesis/forms.html>

If you cannot meet the deadlines (do you have to register for the next term?)

You **must** be registered for the term that the final oral examination is taken.

- If you take your final oral examination in the interim period **between** terms, you can be registered for either the term before or the term after the final oral examination.
- If you take your final oral examination **during** a term for which you are registered, but you do not meet the deadlines for that term, you may defer graduation to a later term without registering for the later term.

In either case, you would officially graduate the later term and the following guidelines would apply:

- A new “Application for Graduation” must be filed for the later term.
- The “Request for Final Examination” form must still be submitted at least 3 weeks before the final oral examination.
- Final submission and Approval Slip deadlines for the later term apply.

Please note the following:

Students who are not registered for the term of graduation will not be eligible for:

- Assistantships
- Student housing
- Student loan deferment
- E-mail account

International students, even in their final term, must be full time or **previously approved** by IES for a short course load.

Students are only eligible to attend the commencement ceremony in the term of their graduation. Diplomas will be mailed to you following graduation whether or not you attend the ceremony.