

GRADUATION CHECKLIST FOR GRADUATE STUDENTS

STUDENT NAME _____

COMMITTEE CHAIR _____

EXPECTED GRADUATION QUARTER _____

- _____ 1. Updated plan of study
 - _____ 2. A. Thesis? (See bottom of page for thesis checklist.)
B. Non-thesis: Written exams scheduled _____ (at least one week prior to oral exams).
 - _____ 3. Oral exams scheduled _____
 - _____ A. Conference room scheduled with department secretary.
 - _____ B. All committee members consulted about date, and final date choice confirmed.
 - _____ 4. Submitted application for graduation by deadline.
 - _____ 5. Cap and gown ordered (through Louisiana Tech University Bookstore)
 - _____ 6. No incomplete grades unresolved.
 - _____ 7. All holds cleared.
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THESIS CHECKLIST: PLEASE NOTE THAT ALL DEADLINES ARE THE LAST POSSIBLE DATE TO SUBMIT THE LISTED ITEM, EARLIER DATES ARE STRONGLY ENCOURAGED.

- _____ 1. Thesis Proposal: due by third week of the first quarter student is registered for thesis (Lbar 551).
- _____ 2. First complete draft approved by thesis director and
 - _____ A. due to student's graduate committee three weeks prior to graduation, and
 - _____ B. due to Graduate School for initial format check three weeks prior to graduation.
 - _____ C. due to Department Head by 4:00 p.m., 12 working days prior to graduation
- _____ 3. Corrected, approved draft due to Liberal Arts Graduate Director by 4:00 p.m. ten working days prior to graduation.
- _____ 4. Corrected, approved draft due to Graduate School Dean by 4:00 p.m. seven working days prior to graduation.
- _____ 5. Five copies of final approved draft (on bond paper) due to Graduate School Dean by 4:00 p.m. three working days prior to graduation.
- _____ 6. Five copies of completed approved thesis due to Library by 3:00 p.m. three working days prior to graduation.
- _____ 7. Deposit of payment in Cashier's Office by 3:30 p.m. three working days prior to graduation
- _____ 8. Submit deposit receipt to Library by 4:00 p.m. three working days prior to graduation
- _____ 9. Submit receipt from Library to Liberal Arts Graduate Director by 4:30 p.m. three working days prior to graduation.