



**Are you ready to graduate?** As you near the point of completing your degree, you need to be sure your records are in order. The earlier you begin this graduation checklist, the better, so you don't run into any surprises later on, when you are ready to leave school.

**Apply to graduate.** You must complete the online graduation application to be considered for graduation. You can find a link to this form on [VandalWeb](#). The application should be filled out by the end of the Fall for a May graduation, and prior to the end of the Spring semester for both a Summer and 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 your application to graduate is submitted online, your file will be checked to ensure 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 edit your plan on VandalWeb. A Degree Audit that is not complete could delay your graduation.

**Are you registered?** You must be registered during the term that you graduate.

**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 by the College of Graduate Studies (COGS), your committee will be listed on that page. Please check to ensure this page is accurate. If it is not, please complete a new Major Professor/Committee form\* to update your record.

**Are you a Thesis or a Non-Thesis Student?** Another item on the check registration status page on VandalWeb, is your emphasis. If this is listed incorrectly, please submit a Change of Curriculum form\* to COGS.

**Exit requirement (for non-thesis master's & specialist students):** 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 your non-thesis project is completed, your Major Professor needs to submit an online Non-Thesis Report to the College of Graduate Studies that verifies the requirement was completed by the deadline for that semester. If the report is not received by the last day of the semester you plan to graduate, your graduation will be delayed.

**Exit requirement** (for thesis & dissertation students): The Request to Proceed with Final Defense\* form must be submitted to COGS **prior** to your defense. Doctoral students are required to do so at least **10 working days** before the defense. Upon receiving this form, a Final Defense Form (FDF) and Repository Agreement\* will be given to the student. The FDF must be submitted to COGS within seven days of the defense.

**Deadlines.** The last day of the semester or term is the deadline for COGS to receive the Report of Non-Thesis Requirement online (non-thesis or specialist students only). Thesis & dissertation students should check the [COGS website](#) for each semester's specific deadlines.

**Are original signatures required on the signature page of a thesis or dissertation?** Yes, on bond paper that matches the rest of your document.

### **Graduation & Commencement**

Graduation occurs the semester you complete the requirements for your degree. Commencement is the ceremony that celebrates your accomplishment. On the Moscow campus, commencement is held in December and in May. At the Coeur d'Alene, Boise, and Idaho Falls Centers, commencement 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 to do so by completing the Commencement Reservation Form, found in the graduation application.

Should you need proof of your degree prior to receiving your diploma, you may request a **Letter of Completion** from the Registrar's Office. A letter can only be acquired after all grades are submitted and all requirements are met.

**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 Graduation Services in the Registrar's Office: (208) 885-561 or [graduation@uidaho.edu](mailto:graduation@uidaho.edu). You can also visit their website at [www.uidaho.edu/registrar/graduation](http://www.uidaho.edu/registrar/graduation).

### **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 online at [www.uidaho.edu/registrar/transcripts](http://www.uidaho.edu/registrar/transcripts).

### **Now that you have graduated, can you continue taking classes or start a new degree program?**

Absolutely. When you graduate, your curriculum for that degree is closed. To register in the future, you will need to open a new curriculum. This process is completed by submitting a Change of Curriculum form\* (within two years of graduating). If you do not wish to start a new degree, you can be admitted as a Grad Unclassified or non-degree seeking student. Please contact COGS for assistance with this.

**Additional 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 at [www.uidaho.edu/cogs/forms](http://www.uidaho.edu/cogs/forms)

---

College of Graduate Studies  
Morrill Hall 104  
[www.uidaho.edu/cogs](http://www.uidaho.edu/cogs)  
Email: [cogs@uidaho.edu](mailto:cogs@uidaho.edu)  
Phone: (208) 885-2647

---