

Journalism and Technical Communication
Form DG3 Graduate Degree Completion Checklist



Student Name: _____

Complete and submit this form by the last day of the semester in which your degree is awarded. Check off each item as completed. 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 the Graduate School website for the deadlines that apply each term.

At your defense (or upon acceptance):

	Obtain <u>all</u> committee members' signatures on the <i>GS24 Form Report of Final Examination</i> and the <i>GS30 Form Thesis/Dissertation Submission</i> . Your advisor can hold signed forms until all corrections have been completed satisfactorily.
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Following your defense:

	Deliver <i>Form GS24 Report of Final Examination</i> to Graduate School (108 Student Services) <u>within 48 hours of defense</u> . Department chair's signature required. IMPORTANT: Provide copy of forms with all signatures to the Graduate Program Administrator.
	Revise thesis/dissertation as required. Obtain approval of advisor. Make sure your document conforms to all requirements for electronic submission. <u>Prior</u> to submitting your document electronically, <i>deliver the GS30 Thesis/Dissertation Submission form to Graduate School</i> . Then, follow the instructions to assure acceptance by the deadline.
	Provide courtesy copies of completed thesis/project/dissertation to each member of your committee. Ask for the member's preference – electronic, print or no copy.
	Provide a complete print copy to the JTC Graduate Program Administrator (Standard 20-lb. white paper is acceptable. An inexpensive but sturdy binding is required.)
	Send an electronic copy of your abstract to the Graduate Program Administrator. Be sure it includes the title and your name exactly as submitted to the Graduate School. This will be posted on the JTC Graduate Program website.
	<u>Thesis or dissertation research:</u> Complete the <i>Journalism & Mass Communication Abstracts form</i> , available on the department's website. This is required for all theses/dissertations (not projects) completed at ASJMC-member schools.
	<u>Ph.D. students only:</u> Submit required Survey of Earned Doctorates to Graduate School.
	<u>Research involving IRB:</u> Close out any research protocol opened through IRB for conducting your research (Exempt via email to IRB; Expedited or Full using eProtocol).
	<u>Research involving IRB:</u> Provide all work materials related to your IRB-approved study to the Graduate Program Administrator for safekeeping. The department is required to archive materials for 3 years. Coordinate with your advisor.
	Clear any Incomplete grades by the last day of instruction.
	Return all research materials to your advisor, other faculty members and Morgan Library.
	Return all office keys to the JTC front office. Return JTC equipment to the source. Retrieve any personal items from your office and mailbox.
	Check your Graduate Degree Audit on RAMWeb to ensure you are cleared to graduate. Clear any holds.
	Provide your postal, e-mail and telephone contact information here:

Completed:

Reviewed and Accepted:

_____ Student Signature _____ Date: _____ Graduate Program Administrator, _____ Date JTC DG3 Rev. 01-2015
 _____ Advisor or Designee Retain in student file