



School of Graduate Studies

Graduate Student Handbook



School of Graduate Studies
UtahStateUniversity

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Preface

The purpose of this handbook for graduate students at Utah State University is:

- For students to understand the role of the School of Graduate Studies.
- To serve as a guide as students navigate their graduate education experience at Utah State University.
- For students to understand their rights and responsibilities.
- To familiarize students with campus resources.
- For students to understand the policies, procedures, and forms that are required throughout their program to ensure their timely completion of program requirements and academic success toward graduation.

Introduction to the USU School of Graduate Studies

About the School of Graduate Studies

- The School of Graduate Studies serves as the central administrative body that promotes, supports, and reviews graduate education at Utah State University to ensure consistency and excellence in all graduate degree programs.
- The School of Graduate Studies works closely and cooperatively with the central administration, the [Graduate Council](#), the [Graduate Student Council](#), [colleges and academic departments](#) to provide the best possible intellectual and physical environment for graduate student education.

Core Values

- These values are established to assist the School of Graduate Studies in accomplishing the mission of Utah State University.

Service

- The School of Graduate Studies provides administrative, financial, and professional support for graduate programs and graduate students in all disciplines and on all USU campuses.

Integrity

- Scholarship and training should be conducted with the highest ethical and regulatory standards. This is particularly important in graduate programs, as they prepare students to serve in professional and leadership roles.

Individual Capacity Development

- Faculty, graduate students, and staff should continue to learn how best to conduct research and scholarly activities, to mentor others, and to support graduate education.

Student Engagement

- Students will have better educational experiences, leading to better outcomes, if they are fully engaged in their graduate programs, and in their professional, university, and civic communities.

Inclusive Excellence

- In the School of Graduate Studies at Utah State University, we firmly believe that a variety of opportunities, interactions, and approaches can strengthen an individual's ability to actively participate in a pluralistic society.
- The School of Graduate Studies is committed to cultivating inclusive excellence by ensuring accessibility for students from a broad range of backgrounds and lived experiences that include, but are not limited to race, ethnicity, gender, sexual orientation, religion, national origin, age, and ability.

Transparency

- As a public institution, all USU stakeholders, including students, faculty, staff, and the public, should have access to a clear understanding of Graduate School functions and operations.

Staff Directory

- Please visit the [SGS Contact Us page](#) for a directory of names and contact information, and a list of who does what, of all staff in the School of Graduate Studies.

Who Does What in Helping Graduate Students

- How do the faculty, staff, and graduate school work together to support graduate students? Please check out the following [link](#) to learn more.

New Graduate Student Orientation

- The New Graduate Student Orientation is designed to introduce new graduate students to graduate education at Utah State University.
 - **In-Person Orientation**
 - At the in-person orientation, students will hear from faculty, staff, and the Vice Provost of Graduate Studies on how to make the best of their time in graduate school. The in-person session includes light breakfast foods, lunch, and cross-disciplinary networking opportunities.
 - The in-person orientation event is held in August each summer, on the Thursday before school starts.
 - Please visit the [SGS New Graduate Student Orientation page](#) for more information.
 - **Online Orientation Course**
 - This orientation provides an overview of graduate education at USU, a checklist for new students, grad school best practices, and campus resources.

- Students are encouraged to complete all the modules before the beginning of the semester, but all materials will remain accessible throughout their time at USU.
- Students should contact their [Graduate Program Coordinator \(GPC\)](#) with any questions.
- Please visit the [SGS New Graduate Student Orientation page](#) for more information.

Graduate Studies Senator

- Graduate students at Utah State University are represented by their respective college senators and a Graduate Studies Senator who represents them as a voting member on both the USUSA Academic Senate and Executive Council.
- The Graduate Studies Senator is assisted by the Directors of Graduate Research and Graduate Campus Affairs.
- To find and contact the Graduate Studies Senator, please visit the [USUSA website](#).

Graduate Student Council

- The Graduate Student Council is comprised of one graduate representative from each of the nine colleges on campus, one to two statewide graduate student representatives, the Graduate Student Senator, and the Graduate Studies Director.
- The council meets monthly throughout the school year to discuss graduate student concerns, review and promote resources available to graduate students, increase sense of community among graduate students, and help improve campus climate and graduate student well-being.

For a list of Graduate Student Council members, and meetings, please visit the [Graduate Student Council site](#).

Graduate Council

The Graduate Council establishes regulations and standards for graduate study with the approval of the Faculty Senate and advises the vice provost of graduate studies on policy. Graduate Council members assist with:

- **Reviewing graduate program curriculum proposals:** Proposals for new curricula or revisions to existing curricula (R401s) are reviewed and approved by the Graduate Council.
- **Reviewing changes to Graduate School policy:** Changes to Graduate School requirements (e.g., admission requirements) are reviewed by the Graduate Council.

To view Graduate Council Members, meeting minutes, meeting times, or to submit agenda items, please visit the [Graduate Council page](#).

Post-Admission Steps for Students

Post Admission Steps

- To help students prepare and better transition into graduate school at USU, we have compiled the following [post-admission steps](#).
 - **Please complete all the post-admission steps.**
 - If students have any questions after reading this information, they can email questions to the School of Graduate Studies at graduateschool@usu.edu.

Note on the Official Transcripts Policy

For Students Who Submitted Unofficial Transcripts for the Application Process:

- If an applicant submitted unofficial transcript(s) (**student copy, or incomplete (degree in progress)**) for application review purposes:
 - If the applicant is accepted into a program and matriculates at USU, official transcript(s) (**transcripts sent directly from the student's previous institution(s) to Utah State University Graduate Admissions by email or mail or brought to us in person by the applicant in a sealed, unopened envelope from the student's school(s)**) sent directly from each issuing institution to the School of Graduate Studies will be required **within the first semester of attendance.**
- If the student's degree verification was not listed on their official transcript(s) at the time of application, they will be contacted and asked to provide this after admittance.
 - Any student that does not provide official transcripts within the allotted timeframe **will have a hold put on their student account, beginning their second semester, preventing future course registration until these documents are received by SGS.**
 - This hold will be removed when the School of Graduate Studies receives the student's **official transcript with the degree verification.**

The policies regarding graduate admissions and transcripts can be referenced directly in [Section A of the SGS Catalog](#).

If students have any questions about their transcripts after reading this information, they can email questions to the School of Graduate Studies Admissions Team at graduateadmissions@usu.edu or their [Graduate Program Coordinator](#).

Setting your Password and retrieving your A-Number

- Students were assigned an A-Number when they were admitted and now, they need to setup their password at <https://myid.usu.edu>.

- If they have any questions about setting up their password, use the [step-by-step tutorial](#).

Obtaining a USU Student ID Card

- For information about obtaining a USU Student ID Card, please visit the [Card Office website](#) for more details.

International Student Onboarding

International Students

- An international student must be admitted to a degree program and hold a valid F-1 or J-1 visa before enrolling in classes at Utah State University.
- A student on an F-1 or J-1 visa must maintain full-time student status throughout the degree program.
- For more information, please contact the [Office of Global Engagement](#).

Arrival

- For information about international arrival, please read through the [International Arrival page](#).
- Please review the [Everyday Life page](#) for more information that will be useful for an International Student.

Late Arrivals

- The Office of Global Engagement allows international graduate students to arrive up to the 15th day (end of the third week) of classes ***with department permission***.
 - Let your [primary immigration advisor](#) know if you need to arrive late and what day you will be here by.
 - The Office of Global Engagement will update your I-20 accordingly ***after permission by the department is granted***.
- **Students must be in the United States, enrolled in a full course of study, and have completed their Immigration Check-In by the end of the third week of classes.**
- For general questions about late arrivals please email internationalstudents@usu.edu or contact the [ISSS Team](#).

Setting Your Password and Retrieving Your A-Number

- Students were assigned an A-Number when they were admitted and now, they need to setup their password at <https://myid.usu.edu>.
- If they have any questions about setting up their password, use the [step-by-step tutorial](#).

Note on the Official Transcripts Policy

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 - Any student that does not provide official transcripts within the allotted timeframe **will have a hold put on their student account, beginning their second semester, preventing future course registration until these documents are received by SGS.**
 - This hold will be removed when the School of Graduate Studies receives the student's **official transcript with the degree verification.**

The policies regarding graduate admissions and transcripts, can be referenced directly in [Section A of the SGS Catalog](#).

If students have any questions about transcripts after reading this information, they can email questions to the School of Graduate Studies Admissions Team at graduateadmissions@usu.edu

Immigration Check-In

- After arrival, students will be required to complete their online [Immigration Check-In with the Office of Global Engagement](#).

International Student Orientation

- Please review information about the [International Student Orientation](#).

Fall

- Occurs on Monday the week before classes start.

Spring

- Occurs on Friday before classes start.
- Please complete the [Online New Graduate Student Orientation](#), and review information about the in-person orientation in August from the School of Graduate Studies.

Obtaining a USU Student ID Card

- For information about obtaining a USU Student ID Card, please visit the [Card Office website](#) for more details.

Social Security Trips

- Please contact the [Office of Global Engagement](#) for questions about trips to the Social Security Office.

ACTIVE Status Students/After Arrival

Registration and Full-Time Status

- Refer to the ISSS [Registration and Full-time Status page](#) for more details on the topics presented here. We also strongly encourage students to [schedule an appointment](#) with their international student advisor to discuss these matters.
- [Register for Classes](#)

Reduced Course Load (RCL)

- If you have questions about the RCL form, please contact your [primary immigration advisor](#).

Employment & Experiential Learning

- Please review the [International Student Employment/Experiential Learning page](#) for information about the following:
 - On-Campus Employment for F-1 Visa Students
 - Curricular Practical Training (CPT) for F-1 Visa Students
 - Optional Practical Training (OPT) for F-1 Students
 - On-Campus Employment for J-1 Visa Students
 - Academic Training for J-1 Students

Health Insurance

- Both F-1 and J-1 students are required to have health insurance, but J-1 students have specific requirements that must be maintained.
 - For more information, please review the [Insurance Requirements Information](#).
 - You may also read more on the [Health Insurance page](#).

Dependents

- To learn more about policies regarding dependents, please review the Office of Global Engagement [Dependents page](#).

Travel

- Please review the [Travel Guidance page](#) for further information about traveling as an International Student already in the U.S.

Leave of Absence as an International Student

- Please review the [Immigration Leave of Absence page](#) for information on how to take a leave of absence as an International Student.

Program Extension

- Please review the [Program Extension for I-20 or DS-2019 page](#) for information about program extension.

International Student Groups

- For information about International Student Groups, please check out the [USU Student Association Clubs website](#).

End of Program

Full Time at 3 Credits

- International students only enrolling in 3 credits must have all 3 credits as face-to-face/in-person.
 - Thesis/Dissertation Research credits count as face-to-face/in-person as long as the student is living within a 100-mile radius of USU.
 - The student must contact their primary immigration advisor if an exception needs to be made for a student living more than 100 miles away from USU.
- [Full Time at 3 Credits form](#)

Grace Semester (USU 7777)

- For information about the Grace Semester for Graduate Students, please review the [page](#) on the Office of Global Engagement website.
- To enroll in USU 7777, students will need to [contact the Graduate Registrar or the Assistant Graduate Registrar](#).
- Please review how to [retain Library Access/Student Services During the Grace Semester](#).

For questions about information in this section, please contact the [Office of Global Engagement](#).

Student Resources

In this section, you will find information regarding important campus resources for students, such as:

Required Student Trainings

- [Student Sexual Misconduct Prevention Training](#)
- [Employee Sexual Misconduct \(Title IX\) Training \(Required if you also work on campus\)](#)
- [Responsible Conduct of Research Training*](#)
- [Teaching Assistant Training**](#)

*** Required for any student conducting research toward their program of study.**

**** Required for any student holding Teaching Assistantships including grad students who are graders for a class. Students who might teach in the future should take this training.**

Physical & Mental Wellness

- [Mental Health - Counseling and Psychological Services \(CAPS\)](#)
- [Suicide Prevention](#)
- [In Crisis Resources](#)
- [Sexual Assault Prevention](#)
- [Sexual Assault Resources](#)
- [CEHS Marriage & Family Therapy](#)
- [Student of Concern Report](#)
- [Acceptance and Commitment Therapy \(ACT\) Program](#)
- [Aggie Wellness](#)
- [Student Health & Wellness Center](#)

- [Student Nutrition Access Center \(SNAC Pantry\)](#)
- [Graduate Student Health Insurance](#)

Campus Safety

- [Department of Public Safety](#)
- [Office of Student Conduct](#)
- [Office of Equity/Title IX](#)
- [Sexual Respect](#)
- [Legal Services](#)

Inclusive Excellence Resources

- [Disability Resource Center](#)
- [Office of Equity/Title IX](#)
- [Veterans Resource Center](#)
- [USU Interfaith Student Association \(IFSA\)](#)
- [USU Interfaith Initiative](#)
- [Center for Community](#)
- [Latinx Cultural Program](#)
- [Native American Cultural Program](#)
- [USU Principles of Community](#)

International Students & Scholars

- [Office of Global Engagement](#)
- [Global Engagement Ambassadors](#)
- [USU International Arrival Guide](#)

Financial Support

- [SGS Cost & Funding](#)
- [Student Financial Support](#)
- [USU Financial Aid](#)
- [Student Money Management Center](#)

Academics

- [USU Libraries](#)
- [Writing Resources](#)
- [Teaching & Learning Technologies](#)
- [Academic Resource Finder](#)
- [Academic Calendar](#)

- [Graduate School Catalog](#)
- [Office of Research](#)
- [College Librarians](#)
- [Career Design Center](#)
- [Thesis, Plan B Paper, & Dissertation Publication Guide](#)

Child Care Resources

- [Care About Childcare](#)
- [Adele & Dale Young Child Development Laboratory](#)
- [Dolores Doré Eccles Center for Early Care & Education](#)

Parking & Transportation

- [USU Parking Permits](#)
- [Aggie Shuttle](#)
- [Aggie Shuttle Routes](#)
- [Cache Valley Transit District](#)
- [Aggie Blue Bikes](#)
- [Aggie Commuter Club](#)

Technology Services

- [USU IT Service Desk](#)
- [Academic Technology Resources](#)
- [Student Email](#)
- [Data Storage](#)
- [USU Internet](#)
- [Campus Print](#)

Student Life & Involvement

- [Graduate Student Council](#)
- [Graduate Students of Color Association \(GSCA\)](#)
- [Student Organizations & Clubs](#)
- [Athletics](#)
- [Recreation](#)
- [Arts and Culture](#)
- [Living on Campus](#)
- [USU Events Calendar](#)
- [Division of Student Affairs](#)
- [Center for Community Engagement](#)
- [Student Involvement & Leadership](#)

Additional Student Trainings

- [Graduate Student Proposal Writing Seminar](#)

Duties Fulfilled by the Main Registrar's Office & the School of Graduate Studies Graduate Registrar

- **Forms and Processes Completed by the USU Registrar's Office:**

Records and Articulation

- Change of grades
- Enrollment verifications
- Post graduate certificates to transcripts
- Diploma replacement
- Post post-bachelor certificate codes in Banner
- Print lists for diplomas
- Process split forms (**after initial approval through the SGS Registrar**)
- Transcript articulations for the School of Veterinary Medicine
- Fulfilling transcript requests
- Grad application fees not assessed by the SGS

Catalog and Curriculum

- Annual catalog updates
- Annual degree audit update (Degree Works)
- Curriculum approval processing

Registration

- Registration Options Form
 - Overrides: prerequisite/corequisite, instructor permission, program/major, level, duplicate section
 - Audits
 - Credit Limit Increase
 - Pass/Fail
 - Time Conflict

Late Add

- Add a Course (subject to \$100 fee)
- Increase Variable Credit
- Section Swap
 - Prerequisite Check/Drop
 - Waitlist Notifications
 - Incoming New Student Override
 - Personal Information Updates
 - Spouse Pass (\$40)

- Location Management
- Zip Code Action Item
- Tuition is correctly assessed based on location/delivery method

Scheduling

- Build the semester academic calendar
- Process program fees for graduate programs
- Space and room management

Financial

- Build graduate tuition tables
- Tuition Remission

Administrative

- Exceptions to university policies, procedures, and requirements (University Registrar in collaboration with SGS)
- Academic Record Adjustment/Request for Refund for SGS
 - Increase credits on variable credit courses with verification of instructor
 - Add courses after semester is complete with verification of instructor
 - Change courses to W grade in non-education extenuating circumstances, with documentation
 - Refund courses in non-education extenuating circumstances, with documentation
- Notifying Graduate Level instructors of missing grades
- End of Term Processes
 - Rolling grades
 - Calculating GPA
 - Repeated courses
- Student Financial Responsibility Disclosure and Agreement to Pay Tuition and Fees (action item)
- Reporting to National Student Clearinghouse (term enrollments and graduation status)
- Granting Banner access to employees including GPCs

See the [Registrar's Office Forms Section](#) on their website for forms processed through the USU Registrar's Office.

Forms and Processes Completed by the SGS Graduate Registrar

- Split
- Supervisory Committee Form SCAF
- Appointment for Exam AFE
- Record of Exam ROE
- Leave of Absence

- Continuous Registration
- Programs of Study
- Full Time at 3 Credits
- Department/Degree Change
- Degree Advancement
- Concurrent Degree
- Application for Candidacy
- Western Graduates Regional Program WGRP
- CPT

See the [SGS website](#) for forms coordinated by the SGS Registrar

Graduate Student Rights & Responsibilities

- To learn about what your responsibilities and rights are as a Graduate Student at Utah State University, please review the [Graduate Student Rights & Responsibilities](#).

Academic Integrity - Cheating/Plagiarism Policies

Academic Integrity

[Article VI, Section VI-1](#) **defines Cheating, Falsification, and Plagiarism.**

Reporting Violations of Academic Integrity

- For policies on **reporting violations of academic integrity**, please see [Article VI, Section VI-2](#).

Discipline Regarding Academic Integrity Violations

- For policies on **discipline regarding academic integrity violations**, please see [Article VI, Section VI-3](#).

Regarding Academic Integrity Violations

- To review policies **regarding academic integrity violations**, please refer to [Article VI, Section VI-4](#).

Policy Regarding Multiple and/or Egregious Offenses

- Please refer to [Article VI, Section VI-5](#), regarding **policy regarding multiple and/or egregious offenses**.

Recording and Disclosure of Sanctions and Disciplinary Actions

- For policies about **recording and disclosure of sanctions and disciplinary actions**, please review [Article VI, Section VI-6](#).

Policy on Student Misconduct & Dismissal

- The student at Utah State University is a member of both a civil community and a campus community.
- The regulations of both communities are applicable to the student.
- The information below summarizes each section of [Article V of the Student Code](#) concerning student conduct and disciplinary action.

Off-Campus Conduct

- The University is concerned and involved with student conduct both on and off campus.
 - For further context, please see [Section V-1](#).

Violation of Federal, State, or Local Laws

- Students are expected to obey federal, state, and local laws.
 - For further context, please see [Section V-2](#).

University Standards of Student Conduct

- All Misconduct violations (or suspected Misconduct violations) shall be reported to the Vice President for Student Affairs by faculty, staff, and students who have knowledge or information regarding the same.
 - This section includes academic integrity, misconduct, and disruptive classroom behavior.
 - Sexual Misconduct violations may also be reported to campus law enforcement, the Title IX Coordinator in the Office of Equity, or to a Deputy Title IX Coordinator.
 - [Report Sexual Misconduct](#)
- For further context, please see [Section V-3](#).

Discipline Regarding Misconduct Violations

- The purposes for disciplinary action are:
 - (1) to maintain the University's integrity as an educational institution;
 - (2) to protect the rights of individuals; and
 - (3) to help individuals solve their problems.
 - For further context, please see [Section V-4](#).

Misconduct Proceedings

- This section applies to proceedings to determine if a Misconduct violation has occurred and, if so, to determine the appropriate disciplinary penalty.
 - For further context, please review [Section V-5](#).

Recording and Disclosure of the Disciplinary Penalty

- This section addresses how a disciplinary action is recorded and communicated on the student's transcript.
 - For further information, please see [Section V-6](#).

Temporary Disciplinary Action

- This section reviews the parameters for imposing temporary disciplinary action.
 - For further information, please see [Section V-7](#).

All policies in this section are found in the Student Code of Conduct, Article V – University Regulations Regarding Student Conduct.

General Regulations for Graduate Study

- Each graduate student and graduate program coordinator or director are responsible for knowing and following the policies, regulations, procedures, and timelines of the School of Graduate Studies and of their department or program.
- The policies and regulations stated in the catalog and in departmental handbooks may be changed between publication dates.
- The School of Graduate Studies is responsible for communicating any new or updated policies or procedures to both graduate program coordinators and students.
- Graduate program coordinators and directors are responsible for ensuring that up-to-date information regarding policies and procedures is communicated to their graduate students.
- Students are responsible for understanding any new and updated information.

Please review the general regulations for graduate study in the [SGS Catalog Section D](#).

In Section D of the SGS Catalog, you can find information regarding:

- Sexual Assault Prevention Training
- Grades, Credits, & Course Number Acceptability
 - Auditing Classes
 - Semester Credit Limit
 - Minimum Grades and Acceptability
 - P-Grade Policy
 - Correspondence Course Credits
- Program of Study
- Continuous Graduate Registration
- Grace Semester
- Leave of Absence
- Complete Withdrawal from the University
- Time Limit Policy
- Academic Nepotism
- GPA Policy & Low-GPA Notification for Graduate Students
- Matriculation of Faculty
- Monitoring of Progress

Graduate Degree Requirements

To learn and understand what the degree requirements are for master's and doctoral students, as well as graduate faculty and supervisory committees, please review the [SGS Catalog Section E](#).

In Section F of the SGS Catalog, you will be able to find information regarding the following topics:

- Master's Degree Plan Types & Requirements
 - Plan A
 - Plan B
 - Plan C or Professional Program
 - Required Forms by Degree Type (Master's Plan A, Plan, & Plan C/Professional)
 - Credit Requirement
 - Residency Requirement
- Master's Degree – Graduate Faculty & Supervisory Committees (Master's Plan A and Plan B Only)

- Graduate Faculty
- Supervisory Committees
 - Committee Members from Outside of the Department
 - Committee Members from Outside the University
 - Emeritus/Emerita Faculty
 - Faculty Who Leave Utah State University for Another Academic Institution of Job
- Post-Master’s Professional Degrees
- Doctoral Degree Requirements
 - Credit Requirement
 - Residency Requirement
 - Required Forms by Degree Type (Doctoral) & Deadlines
- Doctoral Degree – Graduate Faculty & Supervisory Committees
 - Graduate Faculty
 - Supervisory Committees
 - Committee Members from Outside of the Department
 - Committee Members from Outside the University
 - Emeritus/Emerita Faculty
 - Faculty Who Leave Utah State University for Another Academic Institution of Job
- Graduate Interdepartmental Degrees and Certificates

For questions about the degree requirements, please contact the [Graduate Registrar or the Vice Provost](#).

Research and Intellectual Property

Some of your graduate students may come to you with questions regarding research. Information regarding research and intellectual property can be found in the [SGS Catalog Section E](#).

In Section E of the SGS Catalog, you will find information about the following:

- Research Approval
 - Responsible Conduct of Research (RCR)
- Academic Honesty and Research Misconduct
 - Research Misconduct
- Appeals Procedure

For further information about research opportunities, and policies, please contact the [Office of Research](#)

Degree Completion – Thesis, Plan B Paper & Dissertation

To learn more about what is required for degree completion, please review the [SGS Catalog Section G](#).

In Section G of the SGS Catalog, you will find information about the following:

- Thesis, Plan B Paper, and Dissertation Publication Requirements
- Defense Requirements
- Before the Defense
- During the Defense
- After the Defense
- Submission Process
- Thesis & Dissertation Review
- Plan B Papers & Projects

Scholarships & Graduate Teaching/Research Assistantships/Student Health Insurance

Information regarding scholarships and graduate teaching/research assistantships, can be referenced in the [SGS Catalog Section B](#).

In Section B of the SGS Catalog, you will find information about:

- Graduate Tuition Waivers
- Graduate Assistantships
- Fellowships and Scholarships
- Federal College Work-Study Assistance

Also, please review the [Cost & Funding page](#) on the School of Graduate Studies website.

Health Insurance for Graduate Students

- Students on a 0.5 FTE graduate assistantship are required to have health insurance every semester that they are enrolled.
- Utah State University offers subsidized health insurance to students on a 0.5 FTE through Student Health Services with departments covering a portion of the premium.
- Students who have comparable health insurance through another source may opt out of the University health insurance.

- Eligible students must enroll or request to waive out of the subsidized graduate insurance.
- **For more information, please see the Student Health Services [website](#) or contact ship@usu.edu**
- **For information about the USU Health Insurance Plan, please visit the Grad School [website](#)**

Graduate Student Travel Funding

For information about the Graduate Student Travel Award, please review the [Graduate Student Travel Award page](#).

The Graduate Student Travel Award page provides you with information about:

- Graduate Student Travel Award
 - Funding Amount
 - Covered Costs
 - Eligibility
 - Application Process

Students may contact the Business Manager for their department with questions about how to proceed with their awarded travel funding.

Deadlines and Graduation Checks

Deadlines

- It is important to note that strict adherence to deadlines is necessary to permit the timely completion and graduation of students.
- If deadlines are not met, students will not complete their degrees on time.
- **Exceptions will not be made for missed deadlines.**
 - All forms for Graduation will need to be done by **the semester conferral date. No exceptions!**
- Please review the [Deadlines](#) for the School of Graduate Studies.

Graduation Checks

[Graduation Checks](#) will not be approved until the degree is closed out by the Graduate Registrar.

- Students are responsible for filling out Graduation Checks
- Students should consult their [Graduate Program Coordinator](#) for assistance.
- The Graduation Checks must have the following:
 - Correct program
 - Correct Program of Study (**by the end of the 2nd semester for master's students, and the end of the 3rd semester for doctoral students**)
 - Correct Graduation Semester
 - Correct Specialization and Plan Type
 - The student has met all requirements and the correct number of credits for the program and SGS.
 - [All required forms](#) must be completed correctly.
- Everything on the form must be correct.
- The Graduate Registrar will deny the form for inaccuracy.
- The Graduate Registrar does not begin the degree awarding process until 5 days after the conferral.

Final Steps Toward Graduation

Information about completing final steps toward graduation can be referenced in [Section H of the SGS Catalog](#).

In Section H of the SGS Catalog, you will find information about the following:

- Completion of Requirements
- Deadlines
- Utah State University's Academic Year
- Reasons Students Will Be Denied for Graduation
- Graduate Diplomas, Transcripts & Letters of Completion

Letters of Completion

Students who have fulfilled **all** degree requirements before the end of the semester may request a letter from the School of Graduate Studies verifying degree completion for employment purposes.

- Students may request a letter of completion by [emailing the School of Graduate Studies Vice Provost and the Graduate Registrar](#).
- **NOTE:** Letters of completion will not be issued until a student's thesis/dissertation has been reviewed by the SGS Thesis/Dissertation Reviewer.

Graduation Regalia

Please contact the [USU Campus Store](#) for any questions regarding graduation regalia.

NOTE: The School of Graduate Studies is not in charge of the design of graduation robes, hoods, or tassels.

Diplomas and Transcripts

For questions about copies of diplomas and requesting your official Utah State transcripts, please contact the [main USU Registrar's Office](#).