**GRADUATION CHECKLIST**

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### *STEP 1 (ALL Students):*

Register for classes in the semester in which you intend to graduate. To determine **how many** credits you need to be in during your graduating semester, answer the questions below:

1) Are you submitting a **THESIS, DISSERTATION or PROJECT** in partial fulfillment of your degree requirements?  
   - YES - go to question 2.  
   - NO - Enroll in a minimum of one** (1) graduate level UAF credit (must be within your discipline)*

2) Did you defend your thesis, project or dissertation at any point **PRIOR TO THE LAST DAY OF INSTRUCTION OF THE PREVIOUS SEMESTER**?  
   - YES – Enroll in a minimum of one** (1) graduate level UAF credit (must be within your discipline)  
   - NO, I am defending this semester– Enroll in a minimum of three** (3) graduate level UAF credits (must be within your discipline)*

*All students with Assistantships or Fellowships must remain in 9 credits to remain in eligible status. International students must confer with Carol Holz in the Office of International Programs and Initiatives about the consequences, if any, of falling below 9 credits.

### *STEP 2 (ALL students):*

Apply for graduation at [www.uaf.edu/reg/grad/application](http://www.uaf.edu/reg/grad/application) by the following deadlines:

- **FALL** – October 15th  
- **SPRING** – February 15th  
- **SUMMER** – JUNE 15th

*LATE APPLICATION DEADLINES EXIST FOR FALL AND SPRING BUT APPLYING LATE IS STRONGLY DISCOURAGED.*

### *STEP 3 (ALL students):*

CAREFULLY review any communication that you receive from Graduation Services (i.e. audits, missing paperwork notices.)

### *STEP 4 (Thesis/Project/Dissertation students only):*

Defend your Thesis, Project or Dissertation **4-6 weeks prior to your departmental thesis submittal deadline** to allow time for corrections. **NOTE:** PhD students must request an Outside Examiner at least 2 weeks prior to their dissertation defense.

### *STEP 5 (Thesis/Dissertation/Project students only):*

Bring an UNSIGNED copy of your signature page to the Graduate School for formatting review.

### *STEP 6 (Thesis/Dissertation/Project/some M.Ed. students):*


### *STEP 7 (Thesis/Dissertation students only):*

1) Submit your thesis to your committee, ensuring compliance with UAF thesis formatting requirements as noted in the UAF Thesis Format Handbook. **Use only the current version of the handbook! (see http://www.uaf.edu/gradsch/)**

2) Make all of the corrections requested by your committee, department chair, and dean and obtain their final approval signatures on **TWO COPIES** of your previously reviewed signature page and submit the **ORIGINALS** to the Graduate School.

### *STEP 8 (Additional steps on reverse):*

**ALL students:**

a) Complete the Graduating Student Exit Survey at [www.uaf.edu/gradsch/current/ready-to-graduate/exit-survey](http://www.uaf.edu/gradsch/current/ready-to-graduate/exit-survey) and print a copy of the submittal confirmation page to the Graduate School.

b) Successfully complete all coursework noted on your Advancement. Outstanding or insufficient grades that are still on your record after the grade deadline (see table on reverse) will result in cancellation of your application for graduation.

SEE REVERSE FOR MORE INFORMATION!
STEP 8 (continued):

MASTER’S THESIS or PhD DISSERTATION students:

a) Upload your committee-approved post-defense copy of your thesis for format checking and the Graduate School Dean’s review at http://www.etdadmin.com/UAF by the deadlines noted here (or see bottom of this page)

b) Check your email regularly for revision requests, make all necessary revisions, and resubmit as necessary

c) Submit a signed hard copy of the Publishing Agreement

Additional requirements for PHD students:

a) Complete the Survey of Earned Doctorates (SED) https://sed.norc.org/doctorate/showRegister.do

b) Submit a 50-word abstract (see guidelines at http://www.uaf.edu/gradsch/current/ready-to-graduate/

c) Submit a high-resolution photo of yourself for promotional (and congratulatory!) purposes.

MASTER’S PROJECT students

a) After you’ve successfully defended your project, please submit the final copy of your project in pdf format to uaf-grad-school@alaska.edu with “Project Submission” as the subject line. Check your email for revision requests, make all necessary revisions, if any, and resubmit with “Project Submission – Revision #x” as the subject.

b) Submit Project Release form

OTHER IMPORTANT ITEMS:

Graduation Services cannot process an audit for you nor can they clear you for graduation without your Advancement to Candidacy, so if you have not submitted it to the Graduate School for final approval, you must do so before applying to graduate.

Likewise, if you have been advised that your Advancement has errors that must be remedied before it can be forwarded for approval you must remedy those issues before applying to graduate.

Graduation applications are not accepted after the late application deadline, so please plan accordingly.

COMMENCEMENT:

UAF Commencement occurs once a year in mid-May (usually Mother’s Day). Detailed information is usually provided in February of each year at www.uaf.edu/commencement The RSVP form will also be available around this time.

DIDN’T FINISH YOUR COURSES OR COMPLETE OTHER REQUIREMENTS IN TIME?

You must re-enroll in the minimum number of credits noted in Step 1, reapply for graduation, and pay the graduation application fee again. Graduation fees are non-refundable and non-transferable to future graduation attempts.

|                          | SUMMARIZED SCHOOL DEADLINES*
|--------------------------|-------------------------------
| Graduation Application   | Fall  | Spring  | Summer 
| Post Defense             | Oct 15th (Nov 15th late app) | Feb 15th (Mar 15th late app) | June 15th (late apps not allowed) 
| Thesis/Dissertation Copy| December 3rd | April 7th | August 1st 
| Project:                 | December 16th | April 24th | August 15th 
| Reports (Comps. Defense, etc): | December 16th | April 24th | August 15th 
| Grades for all but F699 are due: | December 24th, noon | May 13th, noon | August 19th, noon 
| Thesis Revisions:        | Within 1 week of the date that we advise you that revisions are required | Within 1 week of the date that we advise you that revisions are required | Within 1 week of the date that we advise you that revisions are required 

*Subject to change. Departmental deadlines may be earlier. Check with your Department.

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