

INDIVIDUAL
THESIS
Planning Tool

Use this tool to plan for your thesis journey. Check additional graduation requirements and make sure your dates align with the Graduate College deadlines.
<https://www.grad-college.iastate.edu/graduation/>

As early as your second semester

Get approval for Program of Study & Committee (POSC) Form

→ Complete online POSC form and route to Graduate College for approval.

A dream written down with a date becomes a **GOAL** ...

A goal broken down into steps becomes a **PLAN** ...

A plan backed by **ACTION** makes your dreams come true.
- greg s. reid

Graduating Semester

Apply for graduation through Access +

→ Pay a one-time nonrefundable thesis fee of \$145.
Application for graduation can be submitted **as early as 4 months before** final semester.

Format check and review thesis checklist

→ Make an appointment with the Center for Communication Excellence for a format check to minimize the need for formatting edits after upload to ProQuest.

Plan for Final Oral Exam

Confirm date and time with POSC members.
 Reserve room.
 Submit copies of manuscripts to POSC members.
→ Allow extra time to meet deadlines.

3 Submit request for Final Oral Exam

→ Submit form at least **3 weeks** before final oral exam.

2 Take Final Oral Exam

1 Meet conditions for Final Oral Exam

→ Allow extra time after exam to edit.
→ Complete edits and meet all conditions set by POSC members.
→ Get approval of final thesis from major professor and DOGE.

(Plan your dates in reverse order.)



Graduation Commencement Ceremony
CONGRATULATIONS!

Upload to ProQuest

→ Monitor email account that is registered with ProQuest.
→ Make edits ASAP as requested from Graduate College and resubmit.

Submit Graduate Student Approval Form

★ Graduate College cannot review thesis without this form.

Open ProQuest account

→ Input the title of your thesis so that it can be included in the Commencement Program.