

Checklist-Master of Family and Human Development (MFHD)

- Students have a maximum of 6 years from the time they matriculate to complete all degree requirements (33 credits minimum).
- Program of Study (POS) is approved by the end of the second semester. Meet with your advisor and create a program of study. Contact Rhonda Jacobs (rhonda.jacobs@usu.edu) and she will enter the POS into the DegreeWorks system and generate a POS that you and your supervisory committee will electronically sign through DocuSign. If you need to make changes to your POS, please submit a POS Revision form to Rhonda Jacobs (rhonda.jacobs@usu.edu).

POS Revision form (works best in Internet Explorer):

http://rgs.usu.edu/graduateschool/files/uploads/Program_of_Study_Revision_Form_20140110.pdf

- Residency Requirement: at least 24 of the credits used to satisfy degree requirements are from Utah State University.
- Coursework on the POS taken more than 8 years prior to the defense is considered out of date and will need to be retaken.
- Major Professor has informed the department's Graduate Program Coordinator (GPC) of your completion semester before the dates listed below. Submission after the semester deadline may jeopardize the desired completion semester:
 - Fall semester completion: October 15
 - Spring semester completion: February 15
 - Summer semester completion: June 15
- Must be registered for at least 3 credit hours the semester of defense.
- Letter of completion, verifying all coursework and other degree requirements have been completed, is submitted by the department head no later than the last day of the semester of completion.
- Information in Banner is current, graduation surveys completed, and the diploma fee paid.
 - Banner: Permanent address and diploma mailing address (diplomas are mailed 8-10 weeks after the end of the semester)
- Note: All requirements, forms, and the Graduation Information Checklist must be completed by the last day of the semester you plan to complete your program.
- More information can be found at the following website:

<http://rgs.usu.edu/graduateschool/htm/forms>