COLLEGE OF EDUCATION
DOCTORAL GRADUATION CHECKLIST

- ☐ MET WITH ADVISOR AFTER FIRST YEAR OF STUDY TO TALK ABOUT FULFILLING DEPARTMENT COURSE REQUIRMENTS
- ☐ MET WITH ADVISOR TO DISCUSS DISSERTATION PROPOSAL AND POSSIBLE COMMITTEE MEMBERS (Minimum Committee 3 internal and 1 External member)
- ☐ PLANNED GENERAL EXAM DATE WITH ADVISOR
- ☐ PREPARED PAPERWORK FOR ADMISSION TO CANDIDACY
- ☐ SCHEDULED CANDIDACY INTERVIEW
- ☐ ADMITTED TO CANDIDACY (no less than 7 months prior to graduation)
- ☐ REGISTRATION REQUIREMENTS MET
  (48 Post Masters, 72 post Bachelor's)
- ☐ SUBMITTED HUMAN SUBJECTS CLEARANCE FORM'S (If necessary)
  (Students using human subjects in their research are required to comply with (IACUC) Protocol. Please see page 43 of graduate handbook for complete rules and form)
- ☐ APPLIED FOR DEGREE
  (Complete and Submit to Registrar's Office)
- ☐ DISSERTATION DRAFT REVIEWED
- ☐ SCHEDULED DEFENSE DATE
- ☐ SCHEDULED APPOINTMENT TO DELIVER FINAL PAPERWORK

FINAL PAPERWORK:

- ☐ Title Page
- ☐ Abstract
- ☐ Signed Original Signature Sheet (**Faxed or copied signatures will not be accepted**)
- ☐ Dissertation Processing Receipt (paid at the Bursars Office)
- ☐ Signed Dissertation Doctoral Exam Form
- ☐ Commencement Program Form
- ☐ Manuscript Preparation Form (Signed by Advisor)
- ☐ Dissertation Submitted Online
- ☐ Survey of Earned Doctorate (Copy of Electronic Submission confirmation email)