Steps Leading to Graduation

Requirements for the Degree

♦ Completion of courses totaling at least 58 credit hours.
♦ Satisfactory completion of the Candidacy Exam.
♦ Satisfactory completion of the Dissertation Defense.
♦ Submission of signed dissertation to Joyner library.

Steps Leading to Graduation

The semester prior to your anticipated graduation, contact the Graduate Program Coordinator (GPC) in Brody 1N-11 to complete an application for graduation.

If you plan to participate in commencement, you should order your cap and gown from the student stores sometime around September for Fall commencement or February or March for Spring commencement. You do not need to order a hood. The hood is provided by the Chancellor’s office and is yours to keep. Please make sure you request a Ph.D. cap and gown.

Complete a Graduation Information Sheet in early September or February (depending on graduation semester) and submit it to the GPC (Brody 1N-11). This information is needed so the GPC has the information needed by various offices on campus. The Information Sheet is located in the forms section on this website.

Each semester there is a date which is “the last day to submit your dissertation to the graduate school for signature”. This date is listed in the Graduate Catalog, on the Graduate School website, and the Faculty Senate website. You will need to schedule your Defense presentation sometime prior to the “last day to submit your dissertation to the graduate school for signature”.

When you and your committee determine a good date for your defense you need to complete the “Request to Schedule a Defense” form located on the Office of Research & Graduate Studies website and submit the form to the GPC in Brody 1N-11. The GPC will arrange for a representative from the Office of Research & Graduate Studies to attend your defense. You should complete the form and return it to the GPC at least 2 weeks prior to the anticipated defense date.

An electronic copy of your defense announcement should be emailed to the GPC 1 week prior to your defense. Your department will determine the format of your defense announcement. The department may also want to send out hard copies of the announcement.

Contact the Graduate School and schedule an appointment to meet with the Associate Dean to review your dissertation. NOTE: The scheduled meeting should be PRIOR to “the last day to submit thesis to Graduate School for signature”. Before you can submit the thesis, you must have the dissertation in final form and your committee and chair signatures on the signature page. You have a deadline to turn in your dissertation to the library for binding in order to graduate in December, May, or July. If you don’t meet the deadline you may need to registrar and pay fees for the next semester (except summer).
When you take your signed dissertation to the GPC, be prepared to complete a “Survey of Earned Doctorates” and the abstract publishing form. Also, take a check if you have extra copies. You will need to pay the binding charges to the GPC before taking the dissertation to the Library.

Give the signed original thesis to the GPC so copies can be made. At this time you need to let the GPC know if you need any extra copies of your dissertation. The required copies include the original for the student, a copy for your advisor, a copy for your department, and 2 copies for the library. The GPC will arrange payment for the required copies. If you request extra copies, you will need to pay for those copies when you pick up your copies. The GPC will let you know when the copies can be picked up.

Deposit all copies of your thesis in Joyner Library for Binding. The thesis will be bound in black with gold lettering unless you request something else. The Library has lots of choices. The Office of Research & Graduate Studies will pay the binding charges for the required copies. Extra copies will also be paid, but you will need to pay the GPC for each extra copy to be bound.

When you take your dissertation copies to Joyner library, copies of a signed “Acknowledgment” page will be returned to you. You should take a copy of the signed form to the Registrar’s office, Whichard 108, the Graduate School, Ragsdale 113, and the Office of Research & Graduate Studies, Brody 1N-11.

**NOTE:** Discuss this time line with your committee as soon as possible if you plan to graduate in December. Find out how they want to review the thesis – sections at a time or the whole thing all at once. They will probably want at least 2 weeks to review the dissertation and may want to review it a second or third time depending on the types of changes needed. Remember to allow sufficient time for these reviews. You can’t schedule your defense until your committee feels the thesis is in its final form.

Please contact the Graduate Programs Coordinator if you have any questions about this process.