

NAME: \_\_\_\_\_

GRADUATION TERM: \_\_\_\_\_ COMMITTEE CHAIR: \_\_\_\_\_

# PhD GRADUATION CHECKLIST

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## BEFORE your defense, plan ahead -

- APPLY** for graduation.
- SET THE DATE** for your defense with the help of your department's graduation specialist. Allow adequate time between your defense date & the ETD-related deadline to complete all necessary corrections to your dissertation & to gather/submit all Electronic Theses & Dissertations (ETD)-related paperwork.
- REQUEST COPYRIGHT APPROVAL** if you've included copyrighted materials in your dissertation.
- PRINT** the ETD Approval Form & bring this to your defense for dissertation committee signatures.

## AFTER your defense, gather paperwork and submit a finalized ETD -

All printed materials must be **single-sided** on 8.5x11" sheets of paper. Do not staple any materials.

- ETD APPROVAL FORM**. It must be completed & signed as follows:
  - Page 1 - Complete requested information & obtain signatures of dissertation committee and chair
  - Page 2, Parts A thru D - Select an access option, sign parts A & D, obtain dissertation director's signature
- RECEIPT** for the dissertation processing fee. Pay at the Student Payment Center (G7 Thackeray Hall). Payment covers the cost of ProQuest UMI's traditional publishing fee (\$65) as well as the University's thesis processing fee.
- COPYRIGHT APPROVAL LETTER(S)**, 2 copies per letter (if applicable).
- PROQUEST UMI DISSERTATION PUBLISHING AGREEMENT**.
  - Page 4 & 5 (required) - Signed & completed
  - Page 6 (optional) - Claim to Copyright, accepted forms of payment: attach a cashier's check, certified check, or money order for the correct amount made payable to UMI ProQuest
- SURVEY OF EARNED DOCTORATES (SED)** certificate of completion submitted via paper copy or email
- FINALIZED TITLE PAGE**, Two (2) copies.
- FINALIZED ABSTRACT (350 word maximum)**, Three (3) copies.
  - Committee chair must initial in the upper right-hand corner of each copy
- UPLOAD** your final ETD to D-Scholarship for formatting review.

**If any checklist items are incomplete at noon on the day of the deadline, your GRADUATION WILL BE DEFERRED to the following term.**