

***NECESSARY STEPS TO GRADUATE
FOR LAST SEMESTER GRADUATE STUDENTS***

CHECKLIST

1. ____ Check with your program to ensure that all necessary coursework to graduate has been completed.
2. ____ Make certain to complete all incomplete grades. Check with your program office to be certain necessary Grade Change forms have been received by Records.
3. ____ Pay all necessary fees in the Records office.
4. ____ Check with your program for any holds which may be on your transcript - parking fees, library fees, etc.
5. ____ Fill out application for graduation with online by semester deadline. If applicable, complete inabsentia form.

THESIS/DISSERTATION SUBMISSION STEPS

MASTER'S CANDIDATES

1. When Supervising Professor declares you are ready to defend your thesis, contact the person responsible for graduate students within your program/department for the next steps.
2. When you pass your defense and your Supervising Professor and committee are satisfied with your thesis, submit your thesis (1 hard copy and 1 CD with thesis in a PDF file) to the Graduate Dean's Office for final formatting review
3. When formatting has been approved take PDF file on disk to copy center to have 3 hard copies made.

DOCTORAL CANDIDATES

1. ____ Take your thesis/dissertation to Graduate Dean's Office for a format check.
2. ____ When the Supervising Professor declares you are ready to defend your dissertation, distribute dissertation copies to all committee members who should have two weeks to read it.
3. ____ When all committee members agree you are ready to defend, obtain a Request for Final Oral Examination from your program.
4. ____ Set a date, time and place for your Final Oral Exam through your School/Department office. Check with your program office or the Graduate Dean's Office for the deadline date for the semester during which you plan to graduate.
5. ____ Take completed Request for Final Oral Examination form to the Graduate Dean's Office, along with two hard copies of the dissertation (1 copy in a 3 ring binder, 1 copy in a file folder for formatting review, and 1 CD with 1 PDF file of the dissertation) **AT LEAST TWO WEEKS BEFORE THE SCHEDULED FINAL ORAL EXAM DATE**. The Graduate Dean's Office will secure an Outside Chair. Notice of your defense will be e-mailed to all faculty and posted outside the Graduate Dean's Office.
6. ____ **Take a hard copy bound in three ring binder to your department/program office for display there.**
7. ____ Bring three original signature pages with you to your defense so that your committee members may sign them. This will save you steps later. Be certain signature pages are copied on required paper with watermark right side up & identical to paper you use for final copies of your dissertation.
8. ____ Take final hard copy of dissertation to Graduate Dean's Office for format check. This copy **must** be printed from your PDF version of your dissertation.
9. ____ Once approved to copy by the Graduate Dean's Office, have the required number of copies of your dissertation made; return to Graduate Dean's Office with copies and original signature pages. The Copy Center will send one bound copy of your dissertation to your Supervising Professor. The second copy will be sent to your school/dept. office. The third required copy will go to the Library. Check with your dept. / program office or the Graduate Dean's Office for the deadline final copies of your dissertation are due for the semester during which you plan to graduate.
10. ____ After copies are checked, you will be given an Approval of Thesis/Dissertation form
 - a) Take required number of dissertation copies to the Copy Center (in front of bookstore) for binding - **HOURS ARE 8:00 A.M. TO 3:30 P.M. - MONDAY- FRIDAY**
 - b) Return form (signed by representative in Copy Center) to the Graduate Dean's Office

MASTER'S CANDIDATES-ABSTRACT MAXIMUM – 150 WORDS

DOCTORAL CANDIDATES-ABSTRACT MAXIMUM - 350 WORDS

THE END!!

ACTUALLY JUST THE BEGINNING!!

CONGRATULATIONS - SEE YOU AT GRADUATION!!