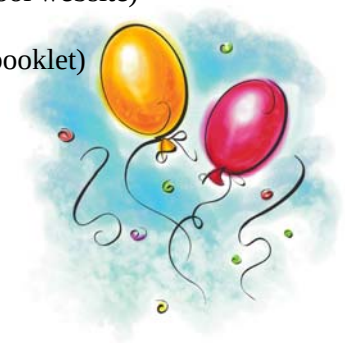
Master and Ph.D. Graduation Checklist

Almost to the finish line….

- ☐ File Advancement to candidacy
- ☐ Apply for graduation
- ☐ Schedule Defense (contact Christina, Katie or Gabrielle to reserve room/equipment)
- ☐ Ph.D. request outside examiner (contact Christina, Katie or Gabrielle to request)
- ☐ Check format of signature pages with Graduate School
- ☐ Print signature pages on thesis paper
- ☐ Defend your thesis Date:_____ Time: _____Location:_____
- ☐ Make the needed faculty corrections on thesis /get original signatures on signature pages
- ☐ Turn in thesis/dissertation to program head Due Date: _____
  -GPMSL must submit Research Competence form
- ☐ Make needed corrections
- ☐ Turn in thesis/dissertation to Dean Due Date:_____
- ☐ Make needed corrections
- ☐ Fill out thesis submittal form/pay fees at Business office
- ☐ Turn in draft of thesis to Graduate School with the following-
  Thesis submittal form Due Date: _____
  Receipt from Business Office
  Any Journal Voucher (if department is paying for copies)
  Original signature pages, signed by committee and on thesis paper
- ☐ Make needed corrections
- ☐ Final copies (with all formatting corrections completed)
  This is where you will print your one copy on thesis paper
  - Ph.D. Candidates also need to submit:
    - SLED Survey (available Graduate School website)
    - UMI Microfilm and copyright form
    - 50 word abstract (for commencement booklet)
  - INDS candidates (Master and Ph.D.)
    - INDS Survey
- ☐ GRADUATION (now you are at the finish line)!

Congratulations!!!