

Summary of Procedure for Doctoral Degree

Dean-Dean of Graduate College; DH-Department Head; TA-Temporary Advisor; Comm-Committee;
Ch-Chair of Committee; GCO- Graduate College Office

		Initiate through	
Procedure	Approved by		Time
1. Apply for admission. (Follow instruction sheet carefully.)	GCO Dean		Complete 30 days prior to enrollment or departmental deadline. (International students see section on International Admission for deadlines.)
2. Secure assignment of a temporary advisor from major department head and enroll.	DH & TA Dean		
3. Appoint advisory committee.	DH Dean		
4. Prepare plan of study with assistance of committee. Submit one original approved copy to Graduate College.	Comm Dean		Prior to completion of the 28th credit hour.
5. Fulfill foreign language requirement or attain other required proficiencies.			Prior to qualifying examination.
6. Complete major portion of course work and plan dissertation program with committee.	Ch Dean		As early in the research stage as possible.
7. Apply for and take qualifying examination.	Ch		As determined by the department and not less than six months prior to the end of the semester in which the degree will be conferred.
8. Submit results of qualifying examination and/or application for admission to candidacy.	Comm Dean		Not less than six months prior to end of semester in which degree will be conferred.
9. Verify accuracy of plan of study in Graduate College and revise if necessary. Secure committee approval for any necessary changes. Check on time limit for the degree.	Comm Dean		Within the first two weeks of the semester or summer session in which degree is to be conferred.
10. Complete the Diploma Application and Graduation Clearance Form.	Ch GCO		Within the first two weeks of the semester or session in which the degree is to be conferred. (Application is good for stated time only. File new diploma application if conferring of degree is delayed.)
11. Complete research, prepare final draft copy of dissertation and submit it at least one week prior to the examination, along with a copy of the abstract, to each member of the committee and to the Graduate College. The format must follow recommendations in the <i>Thesis/Dissertation Manual</i> ; however, the style is to be determined by the advisory committee. The advisor must sign the paper copy submitted to the Graduate College.	Comm Dean		Deadlines published yearly.
12. Schedule dissertation defense. The Committee chair should notify the Graduate College of the results by submitting the Result of Final Examination form immediately following conclusion of the examination.	Ch Dean		
13. Make any changes in dissertation required by examining committee and by the Graduate College. Advisory committee members sign final copies of dissertation. The Graduate College makes the final decision on acceptance of the dissertation. See the <i>Thesis/Dissertation Handbook</i> for submission option (paper or electronic).	Ch Comm Dean		Deadlines published yearly.
14. Pay dissertation submission fee in the Office of the Bursar; complete survey of Earned Doctorate.			Form to be obtained from the Graduate College after dissertation has been formally accepted by that office.
15. Rent or buy cap, gown, and hood at Student Union Bookstore and attend Graduate Commencement.			