

Office of Enrollment Services

Check List for PhD Candidates - Candidacy through Graduation

- Successfully complete the candidacy examination
- Submit a [Candidacy Examination form](#) to Enrollment Services
- Maintain active enrollment for each term during the dissertation phase
- Request a chair for the Dissertation Committee
- Identify other committee members with the chair
- Submit an [Appointment of Dissertation Committee form](#) to Enrollment Services
- Submit proposal at least four weeks before proposal hearing
- Present at proposal hearing
- Submit [Dissertation Proposal Hearing form](#) to Enrollment Services
- Submit dissertation draft to the committee and Enrollment Services and copies for readers before the defense is scheduled
- Schedule dissertation defense at least four weeks in advance of the defense
- Submit [Application for Public Dissertation Defense form](#) to Enrollment Services
- Submit final dissertation to the Dean's Office for editing after committee approval
- Submit PDF file of dissertation and abstract to Enrollment Services with a check for \$215 for binding of four copies. Buy additional copies as desired
- Submit a data file and data dictionary to Enrollment Services
- Close out the IRB and complete all payments to the University
- Enrollment Services distributes bound copies of the dissertation to appropriate individuals
- Submit graduation forms to Enrollment Services well ahead of time to attend the next Commencement