



### Dissertation Checklist

The items listed below must be completed with the offices noted in order to meet degree completion requirements.

To Do:		✓	
<b>Registrar</b>	Register for the semester in which the degree will be conferred.		
	File a Degree Application for the semester in which you plan to graduate.		
	Confirm that an Approved <a href="#">Plan of Study</a> is on file.		
	Attend status check. (To attend commencement in May, you must attend status check. Please visit the <a href="#">Commencement</a> website for more information.)		
<b>Office of Graduate Education</b>	<b>Prior to Submission</b> (must already be on file)	Approved <a href="#">Plan of Study</a> . (Courses listed on the Plan of Study must agree with courses shown on your transcript.)	
		Approved <a href="#">Nomination of Doctoral Committee and Degree Designation</a> .	
		Approved <a href="#">Record of Candidacy Examination</a> .	
	<b>Before Formal Review</b> (BEFORE dissertation deadline)	<a href="#">Record of Dissertation Exam Form</a> with the <i>original signatures</i> of your Examining Committee. (Once your dissertation has been reviewed and officially approved, this form is signed by the Dean of Graduate Education and sent to the Registrar's Office.)	
		<a href="#">Survey of Earned Doctorates Certificate</a> . The Certificate of Completion (not the survey itself).	
		<a href="#">Graduate Student Exit Survey</a> .	
Future Plans Survey located at the <a href="#">Center for Career and Professional Development</a> website. Many employers request compensation guidelines for graduates; the information you provide can help strengthen salary offers for our students.			
<b>With Electronic Submission</b>	Pay the <a href="#">\$27.00 fee</a> as part of ProQuest's ETD Administrator submission process.		
	Submit a PDF of your thesis via <a href="#">ProQuest's ETD Administrator</a> website. (Your document must have already been approved by your Committee.)		
<b>For Final Approval</b>	Make any requested changes as soon as possible. (All requests for changes to your submitted dissertation will be communicated electronically.)		

**Once your dissertation has met all requirements and is approved by the Dean of Graduate Education, the Office of Graduate Education will release it to ProQuest.**