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# DISSERTATION GRADUATION CHECKLIST

## – SPRING OR SUMMER OR FALL 2018

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### 1. REPORT ON GENERAL EXAMINATION

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Submitted after last examination (e.g. proposal defense, last written or oral exam). Signature of Candidate, Advisory Committee and Graduate Coordinator required.

- Spring 2018 Due Date: **October 1 2017**
- Summer 2018 Due Date: **March 1 2018**
- Fall 2018 Due Date: **May 15 2018**

### 2. ENROLLED

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Students must be enrolled in their graduation term. If you have satisfied course requirements check with your program for course options.

- Regular registration for **Spring 2018** Ends: **January 10**
- Regular registration for **Summer 2018** Ends: **May 30**
- Regular registration for **Fall 2018** Ends: **August 15**

### 3. APPLICATION FOR GRADUATION

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File the Application for Graduation in WebStar – no signatures required. \$150 diploma fee assessed.

Applications for Graduation cannot be “rolled” over from a prior term. Deferral of graduation requires a subsequent Application for Graduation in WebStar.

- Spring 2018 Due Date: **March 9**
- Summer 2018 Due Date: **June 15**
- Fall 2018 Due Date: **October 18**

### 4. DISSERTATION

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All dissertation manuscripts must be defended publicly and approved by a committee of at least 3 graduate faculty. **A request for exam must be submitted at least 2 weeks prior to the defense date.** Manuscripts must be uploaded to the University Thesis & Dissertation Collection in ScholarWorks for a format check and again as final approved versions.

- Spring 2018 Defense Due Date: **April 6**      Spring 2018 Format Check Due Date: **April 11**
- Summer 2018 Defense Due Date: **July 11**      Summer 2018 Format Check Due Date: **July 18**
- Fall 2018 Defense Due Date: **November 7**      Fall 2018 Format Check Due Date: **November 14**

### 5. APPROVAL FORM

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The Dissertation Approval Form is due to the Graduate School office as a hard copy form. The form requires signatures of each committee member and twice by the student author.

- Spring 2018 Final Version + Approval Form Due Date: **April 25**
- Summer 2018 Final Version + Approval Form Due Date: **July 25**
- Fall 2018 Exam Final Version + Approval Form Due Date: **November 28**

### 6. DOCTORAL FORMS

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- Spring 2018 Online Survey of Earned Doctorates + Signed ProQuest Author Agreement Due Date: **April 30**
- Summer 2018 Online Survey of Earned Doctorates + Signed ProQuest Author Agreement Due Date: **Aug 1**
- Fall 2018 Exam Online Survey of Earned Doctorates + Signed ProQuest Author Agreement Due Date: **Nov 30**