



### Dissertation Checklist

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

To Do:		✓
Registrar	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.)	
Office of Graduate Education	Prior to Submission (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> .
	Before Formal Review (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.
	With Electronic Submission	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.)
	For Final Approval	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.**