

Steps Required to Earn a Doctoral Degree

| STEP | | WORK WITH | SUBMITTED TO | WHEN |
|------|--|---|--|---|
| 1 | Select first semester courses | Graduate Advisor | Graduate Advisor | Prior to registration |
| 2 | Complete Milestone agreement and timeline for completing degree requirements | Graduate Advisor | Graduate Advisor | Prior to or early in first semester |
| 3 | Schedule diagnostic examination | Graduate Advisor | Departmental examining committee/Graduate Advisor | Usually after 18 hours of course work |
| 4 | Submit Diagnostic Examination Report | Graduate Advisor | Admissions, Records and Registration Office | When results have been finalized |
| 5 | Set up Supervising Committee | Graduate Advisor or Chair of Supervising Committee | Graduate Advisor or Chair of Supervising Committee | Shortly after completing the examination |
| 6 | Make changes in degree plan and timeline as needed | Graduate Advisor | Graduate Advisor | As needed |
| 7 | Take Comprehensive Examination | Supervising Professor/Graduate Advisor | Supervising Committee/Graduate Advisor | All or nearly all required organized course work is completed |
| 8 | Submit Comprehensive Examination Report | Supervising Professor/Graduate Advisor | Admissions, Records and Registration Office | Shortly after completing the examination |
| 9 | Apply for Advancement to Candidacy | Supervising Professor/Graduate Advisor | Admissions, Records and Registration Office | After passing the Qualifying Examination |
| 10 | Complete the required number of dissertation research hours | Student Responsibility | Graduate Advisor/Supervising Professor | When conducting research related to the dissertation |
| 11 | Enroll in 6999, 6699 or 7399 in final semester of graduation semester. | Student Responsibility | Graduate Advisor/Supervising Professor | Semester of graduation |
| 12 | Apply to graduate through MyMav (see Graduation website). | Student (but talk about plan with Graduate Advisor or Chair of Supervising Committee first) | Online Apply to Graduate utility in MyMav | By the application to graduate deadline in the semester of graduation |
| 13 | Schedule dissertation defense prior to semester deadline to hold defense (see Graduation website). | Graduate Advisor or Chair of Supervising Committee | Graduate Advisor or Chair of Supervising Committee | During registration |
| 14 | Submit dissertation draft to the ETD desk for the "mechanical check" | Student Responsibility | ETD Desk | By the mechanical check deadline |
| 15 | After the dissertation defense, obtain supervising committee signatures on Dissertation Defense Report | Supervising committee | Office of Admissions and Records and Registration | By semester deadline to complete degree requirements |
| 16 | After completing all required revisions to the dissertation submit final copy of dissertation to ETD Desk. | Student and Supervising Committee | ETD Desk | Prior to semester deadline to complete degree requirements |
| 17 | Submit all remaining documents required for graduation | Student Responsibility | Office of Admissions and Records and Registration | Prior to semester deadline to complete degree requirements |