

## EALC PhD Degree Completion

As you prepare to finish your PhD, please use this checklist to help you with the final steps for degree completion. These are all things that you will need to take care of, not necessarily in the order listed.

- \_\_\_\_\_ Complete your dissertation.
- \_\_\_\_\_ Set up a timeline for submitting your dissertation to your committee. Be sure all committee members agree on the time needed to evaluate your completed dissertation. **A time period of at least two months is suggested.**
- \_\_\_\_\_ Carefully read the Graduate School's [Guide to the Preparation of Theses and Dissertations](#). You are responsible for making sure that all of the requirements listed there are met. Be sure to double check the requirements for contents, page layout, page numbers, etc. **Your dissertation will be rejected by the Graduate School if the guidelines are not followed.**
- \_\_\_\_\_ If you are interested in taking part in commencement ceremonies, notify the Graduate School at the beginning of the semester you intend to graduate, and complete the PhD Application for Commencement by March 1<sup>st</sup> for May Commencement or October 1<sup>st</sup> for December Commencement. The form is accessible through One Start: [One Start → My Groups Tab → Graduate School Forms → PhD Commencement Participation Application](#) or through the Graduate School website (<http://www.indiana.edu/~grdschl/completing-graduate-school.php>)
- \_\_\_\_\_ Schedule your defense.
  - \_\_\_\_\_ Make sure that all of your committee members will be available for the time you have chosen.
  - \_\_\_\_\_ Work with the EALC graduate secretary to prepare your defense announcement, which must be turned in to the Graduate School **at least 30 days before your defense.**
  - \_\_\_\_\_ If you have research committee members who will not be physically present for the defense, work with the graduate secretary to arrange a conference call.
  - \_\_\_\_\_ If you plan your defense for a summer month, make sure that you are registered for the summer session in which you will finish.

- \_\_\_\_\_ Complete the Survey of Earned Doctorates. This form is available through the [Guide to the Preparation of Theses and Dissertations](#).
- \_\_\_\_\_ Complete your defense. If your committee requires revisions to your dissertation, complete the revisions.
- \_\_\_\_\_ Bring or send a hard copy of your completed dissertation to EALC.
- \_\_\_\_\_ Get your committee's signatures on the original acceptance page and abstract of the dissertation.
- \_\_\_\_\_ Post your dissertation online according to the process in the [Guide to the Preparation of Theses and Dissertations](#).
- \_\_\_\_\_ Make sure that your committee chair gives the final grade for your dissertation to the graduate secretary, who will send the appropriate paperwork to the Registrar.
- \_\_\_\_\_ Pay the \$65 microfilming fee at the Bursar's Office (or \$125 for both microfilming and copyrighting).
- \_\_\_\_\_ Take or send the following items to the University Graduate School, Kirkwood Hall 111.
  - \_\_\_\_\_ Acceptance page, signed
  - \_\_\_\_\_ Abstract, signed
  - \_\_\_\_\_ Fee receipt from the Bursar's Office for microfilming and possibly copyrighting.
  - \_\_\_\_\_ Open Access/Traditional Publishing Form (optional)
  - \_\_\_\_\_ Survey of Earned Doctorates (completed and signed)
  - \_\_\_\_\_ University Graduate School's Exit Survey, available from UGS

- \_\_\_\_\_ Verify your address with the Registrar's Office. They will mail your diploma to the permanent address that you have on file.