

## Step by Step: Checklist for Ph.D. in Economics

(forms listed in the checklist are available in the appendices of these *Guidelines*)

- \_\_\_\_\_ **Have your dissertation committee and readers appointed**  
(committee must be approved before you schedule the proposal defense)
- \_\_\_\_\_ **Develop a dissertation proposal, in consultation with your committee**  
(proposal must be approved within one year of completing coursework)
- \_\_\_\_\_ **Schedule your dissertation proposal defense**  
(notify the OAA at least two weeks before the planned date)
- \_\_\_\_\_ **Once your proposal is approved, turn in the Record of Proposal Defense**  
(form returned to OAA by your chair immediately after the defense)
- \_\_\_\_\_ **Complete the Graduation Application and pay the fee**  
(apply approximately two semesters before your expected graduation)
- \_\_\_\_\_ **Review the graduation audit you receive after applying to graduate**  
(to ensure you have met all requirements—contact the OAA if questions)
- \_\_\_\_\_ **Complete the Information for Commencement or Graduation Change form**  
(sent to you by the OAA the semester you applied to graduate)
- \_\_\_\_\_ **Prepare your dissertation, in consultation with your committee**  
(follow these *Guidelines* and the style manual you selected)
- \_\_\_\_\_ **Schedule your final oral examination**  
(no later than six weeks before the date of commencement)
- \_\_\_\_\_ **Have the Acceptance Sheet and Final Oral Pass sheet signed at final oral**  
(forms returned to OAA by your chair after dissertation is approved)
- \_\_\_\_\_ **Have your dissertation reviewed by the OAA at the time of the final oral**  
(no later than one month before commencement)
- \_\_\_\_\_ **Make any corrections required by your committee or the OAA**
- \_\_\_\_\_ **Upload your ETD to the Electronic Database for review and final approval**  
(must be in final form and approved by the week of commencement)
- \_\_\_\_\_ **Arrange to microfilm your dissertation through Proquest/UMI**  
(optional copyright service also available; discuss options with OAA)
- \_\_\_\_\_ **Take the Survey of Earned Doctorates**  
(survey must be returned to the OAA before graduation)