

## **Step by Step: Checklist for Ph.D. in Public Policy**

(forms listed available in package from the Graduate Thesis Office or on Tech Website)

- \_\_\_\_\_ **Have your dissertation committee 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)
- \_\_\_\_\_ **Have your proposal approved:** after the defense,
  - return signed Record of Proposal Defense to Ga State OAA
  - return signed Request for Admission to Ph.D. Candidacy to Ga Tech GTO
- \_\_\_\_\_ **Apply to graduate at both Ga State and Ga Tech:**
  - complete Graduation Application at Georgia State Graduation Office
  - complete Degree Petition at Georgia Tech Bursur's Office
  - (you must apply to both by the Georgia State deadline)
- \_\_\_\_\_ **Pay graduation fee at either Ga State OR Ga Tech**  
(do not pay twice--take copy of fee payment receipt to the other university)
- \_\_\_\_\_ **If you need to postpone graduation, complete a Graduation Change form at Ga State and reactivate your Degree Petition at Ga Tech**
- \_\_\_\_\_ **Review the graduation audit you receive from Ga State and check degree audit status information on OSCAR at <http://oscar.gatech.edu>**  
(to ensure you have met degree requirements of both institutions)
- \_\_\_\_\_ **Complete the Information for Commencement form for Ga State and the Commencement Attendance form for Ga Tech**  
(at the beginning of the semester you plan to graduate)
- \_\_\_\_\_ **Prepare your dissertation, in consultation with your committee**  
(follow the *Ga Tech Thesis Guidelines* and the style manual you selected)
- \_\_\_\_\_ **Schedule your final oral examination through the OAA (or the Ga Tech Graduate Office if Tech is your "home" institution)**  
(no later than six weeks before the date of commencement)

## Checklist for Ph.D. in Public Policy (continued)

- \_\_\_\_\_ **You are required to take three forms to the final oral for signatures:**
  - the Acceptance Sheet and Final Oral Pass sheet (Ga State forms)
  - Certificate of Thesis Approval for Doctoral Students (Ga Tech form)(return forms to OAA and GTO after the final oral)
  
- \_\_\_\_\_ **Have your dissertation reviewed by the GTO and send a review copy to OAA**  
(at the time of the final oral, no later than one month before commencement)
  
- \_\_\_\_\_ **Make any corrections required by your committee or the GTO**
  
- \_\_\_\_\_ **Upload your ETD to the Electronic Database for review and final approval**  
(by Georgia Tech deadline: must be in final form and approved by the week of commencement)
  
- \_\_\_\_\_ **Arrange to microfilm your dissertation through Proquest/UMI**  
(do this only once; turn in forms to Georgia Tech with a copy to Georgia State)
  
- \_\_\_\_\_ **Take the Survey of Earned Doctorates**  
(take the survey only once and turn it in to your “home” institution)
  
- \_\_\_\_\_ **PROVIDE FORMS TO THE GRADUATE THESIS OFFICE AT GA TECH**  
**The following forms must be turned in on or before Tech’s published deadline for the graduation term or you will not graduate:**
  - \_\_\_\_\_ Request for Admission to Ph.D. Candidacy form  
(completed at the time of your proposal defense)
  - \_\_\_\_\_ Ph.D. Minor form or letter  
(completed after you finish the third course in your minor)
  - \_\_\_\_\_ Copy of announcement of Ph.D. final oral defense
  - \_\_\_\_\_ Certificate of Thesis Approval form  
(completed at the time of your final oral)
  - \_\_\_\_\_ Commencement Attendance form
  - \_\_\_\_\_ Abstract (4 copies on plain paper)
  - \_\_\_\_\_ Title page of dissertation (3 copies on plain paper)
  - \_\_\_\_\_ Letter from advisor requesting withholding of ETD for one year  
(if the *Request no Access* option was selected on the ETD Data Form)
  - \_\_\_\_\_ (optional) Waiver of Enrollment form
  - \_\_\_\_\_ Proquest/UMI agreement form

and, if Ga Tech is your “home institution”

  - \_\_\_\_\_ Survey of Earned Doctorates