Step by Step: Checklist for Ph.D. in Criminal Justice
(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

___ Prepare your dissertation, in consultation with your committee
   (follow the Guidelines and the style manual you selected)

___ Schedule your final oral examination
   (remember to review deadline dates)

___ 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

___ Make any corrections required by your committee or the OAA

___ Upload your ETD to the Electronic Database for review and final approval

___ Take the Survey of Earned Doctorates
   (survey must be returned to the OAA before graduation)