Step by Step: Checklist for the Joint 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 the Joint 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)

___ 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