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

(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)