

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