

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)