

# Doctoral Graduation Checklist for



1. **Apply for graduation with the Registrar's Office** in a timely manner - usually before the end of the third week of class. **You must apply in order to graduate!** For a “how to apply for graduation” tutorial, please see <https://registrar.fsu.edu/training/graduation/>. As a courtesy, please notify the college’s Graduate Academic Affairs Office (SAN 242-B or 850.644.7221) once you have applied. General information on graduation is provided at <http://www.registrar.fsu.edu/graduation/>.
2. Graduate students are to ensure that all required forms and documents are on file in this office. Unless otherwise stated, the fillable forms are found on the departmental graduate resources webpage. Forms and documents may include, but are not limited to, the following:
  - College Doctoral Program of Study Form
  - College Doctoral Supervisory Committee Form (coursework and dissertation)
  - College Preliminary Examination Results Form
  - Admission to Candidacy Form ([http://www.registrar.fsu.edu/forms/admission\\_to\\_candidacy.pdf](http://www.registrar.fsu.edu/forms/admission_to_candidacy.pdf))
  - College Prospectus Results Form, any required IRB approval letter (student’s name should appear as PI) and/or IACUC protocol review form, and a digital copy of the Prospectus manuscript. ***This must be on file before the close of the graduation application deadline in the semester you plan to graduate.***
  - Manuscript Clearance Approval through The Graduate School’s online portal.
3. As early as possible, contact the Manuscript Clearance Advisor in The Graduate School (WES 314 or 850.644.0045) regarding the Electronic Thesis, Treatise and Dissertations (ETD) Manuscript Preparation and Final Clearance Q&A Sessions. *We encourage you to visit The Graduate School’s website to review the guidelines and requirements for dissertation writers. All dissertations must be submitted electronically through ProQuest.*
4. **During the semester in which you plan to defend your dissertation, register for the required number of dissertation hours and dissertation defense** (0-hour course). **If you don’t attempt to defend** the semester you are enrolled in defense, the course will be retroactively dropped and you will be required to enroll in it again; no Incomplete “I” allowed. **If you attempt to defend**, then a grade of pass (“P”) or (“F”) must be awarded; no incomplete (“I”) grade will be allowed.
5. University graduation clearance requires, among other things, a minimum 24 credit hours of dissertation. **Also, every semester you are enrolled after passing the preliminary examination, you must register in a minimum of two (2) dissertation hours as part of your full course load.**
6. Verify the defense date, time and location with your committee. Notify The Graduate School of your plans **at least two (2) weeks prior to your defense date by submitting a Defense Announcement** through the online portal. Separately, you are responsible for reserving the room. If you need technical assistance, please submit your request directly to the college’s Office of Information Technology (OIT) at least two (2) business days in advance.
7. **Manuscript Access Agreement Form** must be completed through the online portal **at least 2 weeks prior to your defense**. This form is not complete until it is approved by your major professor through the online portal.

8. **Provide (email) your committee members with a copy of your dissertation at least four (4) weeks prior to your defense date** (the date listed on the official announcement).
9. Before you defend your dissertation, electronically upload (ProQuest) your manuscript for initial review by the Manuscript Clearance Advisor. He/She will check your dissertation for format. We suggest you provide the document to him/her at the same time you provide it to your committee (see #8 above). Directions for submitting the document may be found on The Graduate School's website.
10. After your scheduled defense, the **Manuscript Signature Form** will be available to your committee for vote and signatures through the online portal.
11. After your scheduled defense, the **University Representative Doctoral Defense Report** will be available to your university representative for completion through the online portal.
12. Work closely with your Major Professor to provide (email) a word doc of the corrected manuscript directly to a staff member in the college Graduate Academic Affairs Office. Please allow a **minimum of six (6) business days** for the Department Chair and Associate Dean to review the manuscript and provide feedback Please keep in mind that the faculty may not be available during the submission deadline, so you must schedule accordingly. Once approved by these two persons, the major professor will sign the **Final Content Approval Form** in the online portal and you may submit (ProQuest) the manuscript to the Manuscript Clearance Advisor for the post-defense review.
13. If you defend, but do not complete the revisions in time to meet the "final manuscript submission deadline" for graduation, you will be automatically removed from the graduation list. Also, you will have sixty (60) calendar days from the defense (date on your defense announcement) to complete Final Clearance with The Graduate School's Manuscript Clearance Advisor or you will be required to defend again.
14. Near the end of the semester, **contact the Office of Student Business Services** for any fees or fines. If you owe the University any money, a HOLD will be placed on your diploma and transcripts until all is settled. **If you have received any federal financial aid, you must complete Exit Counseling** before graduating; please see <https://studentaid.gov/exit-counseling/>.
15. All incompletes ("I") and no grades ("NG") must be resolved before you will be cleared for graduation. You must have a cumulative GPA of 3.00 or higher to graduate; no rounding up.
16. Schedule and complete an **annual academic review** with your committee/major professor around the 12<sup>th</sup> week of the semester. The major professor will provide the required paperwork to the college Graduate Academic Affairs Office.
17. Complete the **Student Information Form - Doctoral** (This form will be e-mailed directly to graduation applicants only).

The Graduate School website referenced is <http://www.gradstudies.fsu.edu/academics-research/thesis-treatise-dissertation>.

If you have questions about graduation clearance, contact Tara Hartman in the college Graduate Academic Affairs Office at 850-644-7221 or [thartman@fsu.edu](mailto:thartman@fsu.edu).