Doctoral Graduation Checklist

1. **Apply for graduation with the Registrar's Office** in a timely manner - usually before the end of the second week of class. *If you don’t apply, you don’t graduate!* For a “how to apply for graduation” tutorial, please see [http://sc.my.fsu.edu/Students/How-To/Apply-to-Graduate](http://sc.my.fsu.edu/Students/How-To/Apply-to-Graduate). As a courtesy, please notify the College of Human Sciences (CHS), Associate Dean for Research and Graduate Studies Office (SAN 242-M or 850-644-7221) once you have applied. General information on graduation is provided at [http://registrar.fsu.edu/services/graduation/](http://registrar.fsu.edu/services/graduation/).

2. It is your responsibility as a graduate student to ensure that all required forms and documents have been submitted to this office. Unless otherwise stated, the forms are found on [http://www.chs.fsu.edu/Students/Graduate-Students/Current](http://www.chs.fsu.edu/Students/Graduate-Students/Current). Forms and documents may include but are not limited to the following:
   - Program of Study (POS) Form with the summer requirement of 6 hours of College of Human Sciences (CHS) graduate courses listed;
   - Supervisory Committee Form (coursework and/or dissertation);
   - Preliminary Examination Results Form;
   - Admission to Candidacy Form ([http://registrar.fsu.edu/services/formlist.htm](http://registrar.fsu.edu/services/formlist.htm));
   - Prospectus (paper copy), the Prospectus Results Form, and any required IRB and/or IACUC approvals with your name as the PI - should be submitted before the graduation application deadline in the semester you plan to graduate;
   - Dissertation (paper copy), Manuscript Signature Form and Final Term Degree Clearance Form *(Forms can be found on The Graduate School’s Blackboard site)*; and
   - Copy of University Representative Dissertation Defense Report *(This form can be found on The Graduate School’s Blackboard site)*.

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 offered each semester. *We encourage you to visit The Graduate School’s site on Blackboard to review the guidelines and requirements for dissertation writers. All dissertations must be submitted electronically.*

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 defend during that semester and your professor assigns the grade of “I” for the dissertation defense, the course will be retroactively dropped and you will be required to enroll in it again (in accordance with the 2015 January memo from The Graduate School).

5. University graduation clearance requires, among other things, successful completion of 24 graduate credit hours within a 12-month period (residency requirement) and at least 24 dissertation hours. **Every semester you are enrolled after passing the preliminary examination, you must register in a minimum of two (2) dissertation hours.**

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 Form**. This form is filled out online *(The Graduate School’s Blackboard site)*. Separately, you are responsible for reserving the room. Also, if you need technical assistance or hardware in any of the SAN Building conference rooms, please submit your request directly to the College’s IT Office at least two (2) business days in advance.

7. **Your committee members must have a copy of your dissertation at least four (4) weeks prior to your defense date** (the date listed on the official announcement; see #6 above).

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8. Before you defend the final version of your dissertation, electronically upload your document for initial review by the Manuscript Clearance Advisor. He/She will check your dissertation for format and style. We suggest you provide the document to him/her at the same time you provide it to your committee (see #7 above). Directions for uploading the document may be found on The Graduate School’s Blackboard site.

9. A Manuscript Signature Form and a Final Term Degree Clearance Form should be brought to your defense and provided to your major professor. Signatures of your Major Professor, Committee Members, Department Chair and the Dean are required on the Manuscript Signature Form. The Dean’s name on the Manuscript Signature Form should appear as Michael D. Delp. You will need signatures on the Final Degree Clearance Form from your Major Professor, the Department Chair, and the Associate Dean.

10. Please work with your Major Professor to provide an original signed Manuscript Signature Form, an original signed Final Term Degree Clearance Form, and a hard copy of the corrected manuscript to the office of the Associate Dean for Research and Graduate Studies (SAN 242-M). You will be notified when these forms have been signed. Per CHS Policies, the Dean and Associate Dean should each have a minimum of three (3) business days to read and sign the appropriate paperwork. Please also keep in mind that the Dean and/or Associate Dean for Research and Graduate Studies may not be available during the submission deadline, so you must schedule accordingly.

11. When completed, the Manuscript Signature Form and Final Term Degree Clearance Form (as well as all other required forms listed in the Guidelines and Requirements Handbook) must be turned in to the Manuscript Clearance Advisor in WES 314. The deadlines and checklist for these forms can be found at on The Graduate School’s Blackboard site.

12. 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 no more than sixty (60) 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.

13. 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 until all is settled. If you have received any federal financial aid, you must complete a Financial Aid Exit Interview before leaving campus; please see https://studentloans.gov/myDirectLoan/index.action.

14. 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.

15. Complete the CHS Student Information Form - Doctoral (This will be e-mailed directly to applicants only).

If you have any questions, please contact Tara Hartman at 644-7221 or thartman@fsu.edu.