

GRADUATION CHECKLIST

3 TERMS BEFORE DEFENSE

Advancement to Ph.D. candidacy form: must be submitted to the Associate Dean for Graduate Studies.

RAC form: must be submitted to the Associate Dean for Graduate Studies within 1 year of advancement to candidacy or upon commencement of dissertation research, whichever is earlier.

4 WEEKS PRIOR TO DEFENSE

Room Reservation: work with the student coordinator to reserve a room for your oral presentation and a room for your examination or book yourself at <http://roomrequests.ohsu.edu/requestor/>

Request for oral examination form: must be submitted to Graduate Studies. (Graduate studies will email the Chair/Committee directions to the Chair)

2 WEEKS PRIOR TO DEFENSE

Submit final thesis to committee members: Most faculty will be fine with an emailed version, but if they request hard copies the graduate coordinator can help you with printing

AFTER THE EXAM

WITHIN 2 WORKING DAYS OF THE EXAM

the oral examination committee members must sign the ORAL EXAMINATION CERTIFICATION. The Committee Chair is responsible for sending this form to the Dean's Office.

WITHIN 6 MONTHS OF THE EXAM

The **CERTIFICATE OF APPROVAL** page must be signed by committee members to indicate that all required corrections have been completed and submitted to the Dean's Office

Dissertation binding. A minimum of three copies must be bound. (contact OHSU Library to arrange binding) Send a copy of the binding receipt to the Graduate Studies Office.

Application for degree form: must be submitted to the Registrar's office after passing the oral examination.

Complete the Exit Photo Request form and make an appointment with OHSU Medical Photography. Send a copy of the Medical Photography services receipt to the Graduate Studies Office.

FINAL APPROVAL BY ASSOCIATE DEAN FOR GRADUATE STUDIES.

After sending copies of the signed CERTIFICATE OF APPROVAL page, the binding receipt, and the medical photography services receipt to the Graduate Studies Office, the Associate Dean will sign final approval on the ORAL EXAMINATION CERTIFICATION form.

Contact Information Form and Exit Survey Form. Complete the *EXIT CONTACT INFORMATION* form and the *SURVEY OF EARNED DOCTORATES* (<http://survey.norc.uchicago.edu/doctorate>). Return the EXIT CONTACT INFORMATION form to the Graduate Studies Office.