



Steps Required for the DOCTORAL DEGREE

ACTION		INITIATED THROUGH	SUBMITTED TO	TIME
1	Plan courses for degree	Graduate Advisor	Graduate Advisor	Prior to registration
2	Take preliminary exam (option)	Graduate Advisor	Graduate School Enrollment Management	Early in doctoral study, usually first semester of coursework
3	Set up doctoral advisory committee and title	Graduate Advisor	Graduate School Enrollment Management	Prior to filing doctoral degree plan
4	File "PROGRAM FOR THE DOCTORAL DEGREE" form	Graduate Advisor or Chair, Advisory Committee	Graduate School Enrollment Management	Before the end of first year of doctoral coursework
5	File changes in degree program, if necessary	Graduate Advisor or Chair, Advisory Committee	Graduate School Enrollment Management	As needed
6	Take Qualifying Examination for major and minor subjects.	Graduate Advisor or Chair, Advisory Committee	See step #7	After approval of doctoral program and completion of coursework
7	Recommendation for admission to candidacy (request by memo)	Chair of Committee	Graduate School Enrollment Management	After passing qualifying exam and no later than 4 months before graduation
8	Enroll in semester of graduation if all requirements are met (at least 3 hours)	Graduate Advisor or Chair, Advisory Committee	Registrar	Semester of graduation
9	File "STATEMENT OF INTENTION TO GRADUATE" form with official title of dissertation listed	Student	Graduate School Enrollment Management	Semester of graduation (One must be filed for each intended graduation semester.)
10	Pay the Thesis-Dissertation fee through Student Business Services	Graduate School Dissertation Supervisor	Student Business Services	Semester of graduation (This is paid only once.)
11	Schedule final oral defense of dissertation and submit DEFENSE NOTIFICATION FORM at least 3 weeks before defense	Student, Committee Chair, and Advisory Committee	Graduate School Dissertation Supervisor	At least 3 weeks before defense
12	Stand for final oral defense of dissertation	Advisory Committee	Graduate School Doctoral Coordinator	Semester of graduation
13	Submit signed ORAL DEFENSE and THESIS-DISSERTATION APPROVAL FORM and, after incorporating committee changes, submit .pdf file of dissertation to ETD site for review	Student, Advisory Committee	Graduate School Dissertation Supervisor	Semester of graduation (usually 5 weeks before graduation date)
14	Final grade for dissertation hours (A or B)	Committee Chair or Advisory Committee	Registrar-Final Grade Roll	End of semester
15	Submit final .pdf of dissertation to ETD web site (DMA students submit PDF programs to ETD site and turn CDs in to the Graduate School)	Student	Graduate School Dissertation Supervisor	Prior to deadline
16	Complete Doctoral Survey	Student	http://survey.norc.uchicago.edu/doctorate	Before graduation