

**THE DOCTORAL DEGREE
LIST OF MAJOR STEPS REQUIRED BY THE GRADUATE SCHOOL**

ACTION	INITIATED BY STUDENT THROUGH	APPROVED BY	TIME
1. Plan courses for degree	Academic Advisor	HDFS Graduate Director	Prior to registration of the 1 st semester
2. Take preliminary examination	Academic Advisor	HDFS Graduate Faculty	Ordinarily second semester
3. Set up preliminary exam committee	Academic Advisor	HDFS Graduate Director	Prior to Preliminary Exam
4. File "Program for the Doctoral Degree and Report of the Preliminary Examination" form	Academic Advisor	HDFS Graduate Director Graduate School	After evaluation of preliminary exam*
5. File changes in degree program, if necessary	Academic Advisor or Chair,	HDFS Graduate Director Graduate School	As needed*
6. Take Qualifying Examination (Starting with Specialization)	Academic Advisor and HDFS Graduate Director	HDFS Graduate Faculty	After completion of majority of coursework and 7000 Project
7. Recommendation for admission to candidacy (results by memo)	Academic Advisor	Graduate Council	After passing Quals and at least 4 months before graduation*
8. Enroll in semester of graduation if <u>all</u> requirements are not met (at least 3 hours)	Academic Advisor or Chair, Advisory Committee	Registrar	Semester of graduation
9. File "Statement of Intention to Graduate" form with official title of dissertation	Student	Graduate School	Semester of graduation (and succeeding semesters if you do not graduate)*
10. Pay diploma fee, convey receipt to Graduate School	Bursar's Office		Semester of graduation (specified date)
11. Schedule defense of dissertation to Graduate School for official review	Chair, Advisory Committee	Advisory Committee	Semester of graduation after approval of dissertation draft
12. Submit defense form from graduation packet at least 3 weeks before defense	Student	Graduate School HDFS Graduate Director	At least 3 weeks prior to date of defense
13. Submit 20 copies of doctoral defense announcements	Academic Advisor	Give to HDFS Graduate Secretary for Posting	At least 3 weeks prior to date of defense*
14. Stand for defense of dissertation; report result by memo to Graduate School	Academic Advisor	Advisory Committee Graduate School	Semester of graduation (specified date)
15. File report of final exam with Graduate School	Academic Advisor		Semester of graduation (specified date)*
16. Pay binding fee; send copy of receipt to Graduate School	Student Business Services	Graduate School	Semester of graduation*
17. Submit 1 copy of dissertation with original signed title page, required survey forms and B & H agreement form	Advisory Committee	Graduate School Dissertation Coordinator	Semester of graduation (usually 5 weeks before graduation date)
18. Final grade for dissertation hours (A or B)	Chair, Advisor Committee	Registrar-Final Grade Roll	End of semester
19. Submit three official final copies of dissertation, and personal copies	Student	Graduate School, Dissertation Coordinator	Prior to deadline

***HDFS GRADUATE SECRETARY NEEDS A COPY OF ALL FORMS FOR YOUR FILE
DEADLINE PACKETS WILL BE SENT TO STUDENTS ACCORDING TO PROPOSED DATE OF GRADUATION
INDICATED ON "PROGRAM FOR THE DOCTORAL DEGREE FORM.**