

Graduate Student Advising Steps

Created by the Office of Graduate Education and Research
College of Education
Texas Tech University
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Please note the following are not exhaustive lists. Some deadlines (ordering regalia, etc.) are not included, so please be sure to check the Graduate School's deadline listing. Paperwork to be filed strictly by your advisor/chair has also been omitted, but a full list is available from the Graduate School's website and via the College of Education's Graduate Office.

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Certificate Students (Non-Degree)

Time	Step	Contact	Explanation
Upon admission	Submit official transcripts	Graduate School Office of Admissions	Official transcripts are due from every institution you have ever received college credit from whether you received a degree (ex: associate's, bachelor's) or not (ex: transfer courses) https://www.depts.ttu.edu/gradschool/admissions/newstudents_domestic_holds.php
<i>As needed</i>	File changes to your degree program as needed	Faculty advisor	If required, work with your advisor to file a Change of Degree Plan for any changes to your program
<i>As needed, but at least semesterly</i>	Review account for anomalies	Student	Review all holds data (Raiderlink), billing information, DegreeWorks, and transcript data to ensure that the data appears correct; contact appropriate agencies to resolve or update if anything is incorrect
Final semester, before start of term	Check all deadlines	Student	Check, and make note of, all published deadlines from the Graduate School (https://www.depts.ttu.edu/gradschool/ then "Academic Progress" in the header)
Final semester, by posted deadline	File Intent to Graduate	Student/Raiderlink	File the online "Application to Graduate"/"Intent to Graduate" via Raiderlink by the posted deadline

Master's, Comprehensive Exam Option

Time	Step	Contact	Explanation
Upon admission	Submit official transcripts	Graduate School Office of Admissions	Official transcripts are due from every institution you have ever received college credit from whether you received a degree (ex: associate's, bachelor's) or not (ex: transfer courses) https://www.depts.ttu.edu/gradschool/admissions/newstudents_domestic_holds.php
Upon admission	Plan courses for your degree	Faculty advisor	Schedule a time to discuss your new program with your faculty advisor; if you are requesting transfer credit, submit a Change of Degree Plan to reflect this request; register for coursework for your first semester
<i>As needed</i>	File changes to your degree program as needed	Faculty advisor	If required, work with your advisor to file a Change of Degree Plan for any changes to your program
<i>As needed, but at least semesterly</i>	Review account for anomalies	Student	Review all holds data (Raiderlink), billing information, DegreeWorks, and transcript data to ensure that the data appears correct; contact appropriate agencies to resolve or update if anything is incorrect
Final semester, before start of term	Enrollment	Student	Ensure you are registered in <i>at least</i> 1 hour of credit at TTU the semester you will be graduating
Final semester, before start of term	Check all deadlines	Student	Check, and make note of, all published deadlines from the Graduate School (https://www.depts.ttu.edu/gradschool/) then "Academic Progress" in the header)
Final semester, by posted College of Education deadline	File Comprehensive Exam Application	Student	Complete the Master's Comprehensive Exam Application by the posted deadline (required of all graduating Master's students who are not completing a thesis) http://www.depts.ttu.edu/education/student-resources/graduate/documents/masters-comprehensive-exam-application-3-39-16.pdf
Final semester, by posted College of Education deadline	Schedule comprehensive exam (if applicable)	Student/CoE Graduate Office	If you are taking the computer-based exam (not a paper, project, or alternative comprehensive exam), locate a testing center and schedule your exam prior to the posted deadline; advise Pam Smith in the College of Education Graduate Office of the time, date, and contact person for the testing center. Note that the College of Education deadline is often earlier than the Graduate School deadline.
Final semester, several weeks in advance of scheduled exam	Secure comprehensive exam question writers (if applicable)	Student discretion	If you are taking the written comprehensive exam, speak with 3 full-time College of Education faculty members to request they will be question writers for your exam.
Final semester, by posted deadline	File Intent to Graduate	Student/Raiderlink	File the online "Application to Graduate"/"Intent to Graduate" via Raiderlink by the posted deadline

Master's, Thesis Option

Time	Step	Contact	Explanation
Upon admission	Submit official transcripts	Graduate School Office of Admissions	Official transcripts are due from every institution you have ever received college credit from whether you received a degree (ex: associate's, bachelor's) or not (ex: transfer courses) https://www.depts.ttu.edu/gradschool/admissions/newstudents_domestic_holds.php
Upon admission	Plan courses for your degree	Faculty advisor	Schedule a time to discuss your new program with your faculty advisor; if you are requesting transfer credit, submit a Change of Degree Plan to reflect this request; register for coursework for your first semester
<i>Flexible; but before final year</i>	Set up thesis advisory committee (if applicable)	Faculty advisor	If you wish to complete a thesis, rather than the comprehensive exam, work with your faculty advisor to create a title and committee for your thesis
<i>As needed</i>	File changes to your degree program as needed	Faculty advisor	If required, work with your advisor to file a Change of Degree Plan for any changes to your program
<i>As needed, but at least semesterly</i>	Review account for anomalies	Student	Review all holds data (Raiderlink), billing information, DegreeWorks, and transcript data to ensure that the data appears correct; contact appropriate agencies to resolve or update if anything is incorrect
Final semester	Enrollment	Student	Ensure you are registered in <i>at least</i> 3 hours of 6000 credit at TTU the semester you will be graduating
Final semester	Check all deadlines	Student	Check, and make note of, all published deadlines from the Graduate School (https://www.depts.ttu.edu/gradschool/ then "Academic Progress" in the header)
Final semester, by posted deadline	File Intent to Graduate	Student/Raiderlink	File the online "Application to Graduate"/"Intent to Graduate" via Raiderlink by the posted deadline
Final semester, 3+ weeks in advance of the defense deadline	Schedule thesis defense	Student/Faculty advisor	Work with your faculty advisor and your committee to schedule your defense. Ensure your Defense Notification Form (https://www.depts.ttu.edu/gradschool/academic/DefNOTIFICATION_201977Final.pdf) is received by the College of Education Graduate Office, that you have submitted a thesis announcement request (https://educttu.az1.qualtrics.com/jfe/form/SV_3HNWsiB90mVi1QV), and that you have reviewed all information on your account (holds, registration, fees, etc.)
Final semester, after defense and by posted deadline	Obtain signatures on thesis approval form	Student	Download the Oral Defense and Thesis-Dissertation Approval Form (https://www.depts.ttu.edu/gradschool/academic/Oral-Exam-and-Thesis-Dissertation-Approval-Form.pdf); obtain signatures from all committee members and submit to the College of Education Graduate Office

Final semester, by posted deadline	Pay thesis fee	Student	Log into Raiderlink and access eBill to pay the Thesis-Dissertation fee
Final semester, after defense and by posted deadline	Submit thesis to ETD	Student	After incorporating all committee changes and double-checking formatting, upload your thesis (.pdf format) to the ETD site for official review
Final semester, after defense and by posted deadline	Submit final thesis to ETD	Student	After incorporating feedback from the Graduate School, upload final thesis to ETD for processing

Doctoral

Time	Step	Contact	Explanation
Upon admission	Submit official transcripts	Graduate School Office of Admissions	Official transcripts are due from every institution you have ever received college credit from whether you received a degree (ex: associate's, bachelor's) or not (ex: transfer courses) https://www.depts.ttu.edu/gradschool/admissions/newstudents_domestic_holds.php
Upon admission	Plan courses for your degree	Faculty advisor	Schedule a time to discuss your new program with your faculty advisor; if you are requesting transfer credit, submit a Change of Degree Plan to reflect this request; register for coursework for your first semester
<i>As needed</i>	File changes to your degree program as needed	Faculty advisor	If required, work with your advisor to file a Change of Degree Plan for any changes to your program
<i>As needed, but at least semesterly</i>	Review account for anomalies	Student	Review all holds data (Raiderlink), billing information, DegreeWorks, and transcript data to ensure that the data appears correct; contact appropriate agencies to resolve or update if anything is incorrect
Third year of coursework (or sooner)	Form committee	Student/Faculty advisor	Work with your advisor to select your chair, committee members, and dissertation title
After completion of coursework, with program approval	Take qualifying exam	Faculty advisor/Committee chair	The Qualifying Exam must be completed before admission to candidacy but after completion of all coursework. Work with your committee to schedule your exam and its format.
Final semester	Enrollment	Student	Ensure you are registered in <i>at least</i> 3 hours of 8000 credit at TTU the semester you will be graduating (must have at least 12 total hours of 8000 and be no sooner than 4 months after Qualifying Exam)
Final semester	Check all deadlines	Student	Check, and make note of, all published deadlines from the Graduate School (https://www.depts.ttu.edu/gradschool/ then "Academic Progress" in the header)
Final semester, by posted deadline	File Intent to Graduate	Student/Raiderlink	File the online "Application to Graduate"/"Intent to Graduate" via Raiderlink by the posted deadline

Final semester, 3+ weeks in advance of the defense deadline	Schedule dissertation defense	Student/Committee chair	Work with your chair and your committee to schedule your defense. Ensure your Defense Notification Form (https://www.depts.ttu.edu/gradschool/academic/DefNOTIFICATION_201977Final.pdf) is received by the College of Education Graduate Office, that you have submitted a dissertation announcement request (https://educttu.az1.qualtrics.com/jfe/form/SV_3HNWsiB90mVi1QV), and that you have reviewed all information on your account (holds, registration, fees, etc.)
Final semester, after defense and by posted deadline	Obtain signatures on dissertation approval form	Student	Download the Oral Defense and Thesis-Dissertation Approval Form (https://www.depts.ttu.edu/gradschool/academic/Oral-Exam-and-Thesis-Dissertation-Approval-Form.pdf); obtain signatures from all committee members and submit to the College of Education Graduate Office
Final semester, by posted deadline	Pay dissertation fee	Student	Log into Raiderlink and access eBill to pay the Thesis-Dissertation fee
Final semester, after defense and by posted deadline	Submit dissertation to ETD	Student	After incorporating all committee changes and double-checking formatting, upload your dissertation (.pdf format) to the ETD site for official review
Final semester, after defense and by posted deadline	Submit final dissertation to ETD	Student	After incorporating feedback from the Graduate School, upload final dissertation to ETD for processing
Before graduation	Complete doctoral survey	Student	Complete the Graduate School's doctoral survey after your defense and before graduation: https://sed.norc.org/showRegister.do