



## GRADUATION INSTRUCTIONS FOR DOCTORAL CANDIDATES

*Revised 8/2007*

Please consult the Graduate Studies section of the General Bulletin for an explanation of all the requirements for the PhD degree. When you apply for graduation, your file will be reviewed for completion of these requirements. You should consult your adviser or department chair regarding departmental requirements. **DMA Candidates:** Please contact the School of Graduate Studies concerning completion as some of these requirements may differ for this degree.

The School of Graduate Studies **Academic Calendars** are accessible through our website at: <http://www.case.edu/provost/gradstudies/calendar.html#>. ***The deadlines posted on these calendars are firm.*** If you are unable to meet the specified deadlines, you will be ineligible to graduate in the term for which you have applied, and you must reapply for a subsequent term. Please notify the School of Graduate Studies if you know you will not graduate in the term of application.

### WHAT YOU'LL NEED-The Complete PhD Graduation Packet Includes:

1. **Application for Graduation.** Must be completed and submitted to the School of Graduate Studies by the deadline indicated on the calendar. Please note that you must have your adviser and department chair sign the form. If you are reapplying, you only need to obtain your adviser's signature. It is best to discuss plans for completion, including your defense and the availability of committee members at the time your adviser signs the form. NOTE TO ENGINEERING STUDENTS—you must submit your application to the Associate Dean of Engineering, Nord 500, one week earlier than the Graduate Studies deadline.
2. **Notification for Scheduling the Final Oral Exam.** Outlines the rules and procedures for conducting your defense. The form must be completed and submitted to the School of Graduate Studies at least three weeks in advance of your defense date.
3. **Final Certification of the PhD Degree.** Two duplicate certification forms requiring all the relevant signatures necessary for graduation. Note that the signatures are obtained in succession. Step 1 signatures are obtained at the conclusion of your successful defense. Your adviser will sign at Step 2 when he/she is satisfied with the dissertation manuscript and all corrections have been made. Once Step 1 and 2 signatures are obtained, then the chair of your department must sign. Both forms are then submitted to the School of Graduate Studies with your other final materials.
4. **Signature Sheets.** Two copies must be signed by each of the members of your committee and must be submitted to the School of Graduate Studies with your other final materials. Obtain the signatures at your defense.
5. **Formatting Your ETD Instructions and Submission Checklist.** Includes all information regarding format requirements and submission of the dissertation. ***These instructions supersede any format specifications available in your department, the library, previously published dissertations or by fellow students.***

6. **Survey of Earned Doctorates.** The U.S. government compiles higher education statistics based on the information on this form. As a major research university, CWRU is committed to its representation in this national effort. The aggregated data is used for comparative purposes to be used in planning by the university, as well as used by the Government for developing funding initiatives.
7. **Request for Waiver of Registration.** If you cannot meet the deadlines to complete all the requirements to graduate in one term but can finish before the next term begins, you can apply for a waiver of registration for the next term. You must be registered for at least one credit hour in the semester preceding the one for which you intend to use the waiver. Complete the waiver form and submit it by the deadline noted on the calendar.
8. **Copyright Registration Instructions (Optional).** See *Formatting your ETD* for more information.

## STEPS TO COMPLETION

1. Complete, obtain the appropriate signatures, and submit the Application for Graduation to the School of Graduate Studies by the established deadline for the term.
2. Working with your adviser and committee members, decide on a date, time and place for your final oral exam (defense), making certain that the defense date occurs before the established deadline for the term. (Note that the advisor has to agree that the dissertation is ready to defend.)
3. Submit the Notification of the Final Oral Exam form to the School of Graduate Studies at least three weeks prior to your defense, but no later than three weeks before the deadline to defend.
4. Submit copies of your dissertation to the members of your defense committee at least ten days before your defense date.
5. At the conclusion of your successful defense, have all committee members sign the two Final Certification for the PhD Degree forms **and** the two signature sheets.
6. If you are required to make corrections to your dissertation manuscript, make the corrections and then have your adviser sign the certification forms where indicated. If no corrections are required, have your adviser sign the forms at your defense.
7. Once your adviser has signed the certification forms, then you can obtain your department chair's signature.
8. Submit a completed copy of your dissertation to the School of Graduate Studies for a format check. See ETD Instructions and Checklist.
9. Upload the *final, approved copy* of the completed dissertation as a PDF file to OhioLink. See ***Formatting Your ETD and ETD Submission Checklist.***

## FINAL MATERIALS

Submit the following to the School of Graduate Studies by the established deadlines:

- Two Certification forms with all appropriate signatures (The signature of the Dean of Graduate Studies will be provided after submission.)
- Two signature sheets (both originals) with committee signatures and date of defense
- Two printed copies of your dissertation's Title Page and Abstract
- Survey of Earned Doctorates
- \$87 PhD Graduation Fee (check, money order or cash)

**PLEASE NOTE THE FOLLOWING:**

All doctoral students must be registered for at least one credit hour of 701 in the term in which they defend and/or graduate, unless eligible for the Waiver of Registration.

Each graduate student must have on file an approved Planned Program of Study. If you have already filed a Planned Program of Study, but there have been changes in the courses taken from those listed on your form, please complete a revision form and submit it along with your Application for Graduation.

It is the policy of the university to hold diplomas and final transcripts until all financial obligations are met. Be sure you have cleared all financial obligations at least one week prior to graduation to avoid any delay in receiving your diploma and final transcript.

Should you have questions or need more information, please contact the School of Graduate Studies at 368-4400 or 368-4401.

**Remember, failure to meet established and posted deadlines will result in your being ineligible to graduate in that term. Please allow for plenty of time to meet all requirements and secure proper signatures.**