

DOCTORAL DEGREE CHECK



To ensure all required coursework and degree requirements will be satisfied by the expected graduation semester/term, expected graduates should schedule a degree check in the Graduate College no later than the last day to enroll in the expected graduation semester. If the student has relocated out of state and an in person meeting is not practical the degree check can be conducted via teleconference.

AGENDA

- I. Review outstanding requirements and / or necessary amendments to the Advisory Conference Report.
 - Identify discrepancies
 - Request a memorandum from the Graduate program Director (addressed to the Graduate College Dean) supporting course substitutions, petitions and waivers granted by the department deviating from the approved Report of the Advisory Conference.
 - Review outstanding coursework/hours

- II. Review the Doctoral Degree Timelines & Forms.
 - **[Doctoral Degree Timeline/Checklist](#)**

- III. Review of the [Letter to Expected Graduates](#) and the [OUHSC ProQuest ETD Administrator](#). List of the documents to be uploaded onto OUHSC ProQuest ETD Administrator.
 - Reading/Final Copies
 - [Committee Approval of Doctoral Dissertation Reading Copy and Defense Date](#)
 - Doctoral Defense Photograph
 - [Doctoral Dissertation Defense Announcement & Abstract \(downloads as .docx\)](#)
 - [OUHSC Permission to Use Published Material in Dissertation/Thesis](#)
 - [Talent Release](#)

- IV. Review the [“Guidelines for the Preparation of The Master’s Thesis And Doctoral Dissertation”](#). When writing the dissertation make sure you adhere to these guidelines. Suggested areas to review closely.
 - Organization of Theses and Dissertations
 - Traditional Organization vs. Manuscript Submission/Publication Organization.
 - Please note: If the manuscript is to be submitted you must still name that chapter. *Manuscript to be submitted* is not an acceptable chapter name.
 - Order of Material
 - Numbering of Pages
 - All pages should be numbered. Do not use roman numerals in your page numbering.

- Copyright page. See sample page setup in guidelines.
 - The copyright date is the degree conferral date for the semester
- Headings of Major and Subdivisions. *Three single spaced lines* below the chapter number on the page should appear the title of the chapter in capital letters, centered. Double-space succeeding lines of the title if it is longer than one line. *Three single spaced lines* below the chapter title, place the first line of text. Succeeding chapters, "CHAPTER II", etc., should follow this same format.

- V. Familiarize yourself with the **Graduation and Related Requirements Deadlines** for the expected graduation semester. This information is found at the bottom of the OUHSC Academic calendar: <http://admissions.ouhsc.edu/AcademicCalendar.aspx> .
- VI. After the degree check you will receive an email from the Office of Admissions and Records to Apply for Graduation by the semester deadline. This is done online by logging in to your [Student Self Service portal](#) and completing the Application for Graduation Form. (*Detailed Instructions will be emailed at that time.*) If the published deadline is missed you will be required to submit a hard copy application.
- VII. Questions & Answers