

## Doctoral Degree Timeline/Forms

Each program will establish a Program Advisory Committee ensuring that the different areas within the program are represented. The majority of the Committee members must be authorized to chair a doctoral committee, and the membership must be approved by the Graduate Dean.

No later than the end of the first year of graduate study, submit a [Doctoral Advisory Conference Report](#) to the Graduate College.

When nearing completion of coursework, file an [Application for the General Examination](#) to the Graduate College. You must apply for the general examination at least 2 weeks before the exam is to be held.

Within one week after the general examination is successfully completed, the General Examination Committee must send a memo signed by each member indicating satisfactory performance to the Graduate Dean.

Establish the Doctoral Committee no later than one month after passing the general examination. Dependent upon program, this committee may be comprised of the same members as the Advisory Committee. The [Request for Approval of Doctoral Committee](#) form must be completed and sent to the Graduate College.

After passing the general examination, you must enroll in a minimum of two credit hours of 6980 each semester until submission of the final copy of the dissertation to the Graduate College. (Review the Continuous Enrollment Requirement Section of the Graduate College Bulletin for detailed information). Doctoral Committee meetings should occur at least annually.

Prepare your dissertation reading copy. Follow "[Guidelines For The Preparation of The Master's Thesis And Doctoral Dissertation](#)" when writing the dissertation.

When the reading copy has received preliminary approval from the committee chair, it should be distributed to each Doctoral committee member.

After preliminary approval of the reading copy, notify the Graduate College that you expect to graduate in the current semester and request a degree check to ensure you have completed all required coursework, have maintained continuous enrollment in 6980 and enrolled in at least two hours during the semester you will graduate.

Arrange with the members of the Doctoral Committee the date, hour, and location of the dissertation defense and complete [the Committee Approval of the Doctoral Dissertation Date form](#). This form must be signed by all committee members and received by the Graduate College prior to issuing the paperwork for the dissertation defense.

Complete the online Application for Graduation to apply for your diploma and transcript before the deadline for each semester (see academic calendar). <http://admissions.ouhsc.edu/AcademicCalendar.aspx>

Submit to the Graduate College an electronic [Dissertation Defense Announcement](#), abstract, and approved reading copy at least 10 business days before the defense. The reading copy must be submitted electronically along with a memorandum from the committee chair indicating committee approval and listing the members of the reading committee. The reading and final copy deadlines are printed in the OUHSC Academic Calendar found on the Office of Admissions homepage: <http://www.ouhsc.edu/admissions>.

The Graduate College will prepare the necessary paperwork for the major professor, committee members, and student. Student should make arrangements with the Graduate College to pick up paperwork no later than the day prior to the scheduled dissertation defense. Within 72 hours after the defense, return the Authority Form with the results signed by all committee members to the Graduate College.

Within 60 days after passing the dissertation defense, submit your dissertation to the Graduate College (Deadlines to graduate in a specific semester are listed in the Graduate College Bulletin). Pay microfilm fee. This fee should be paid in the Graduate College no later than the time final copies are submitted to the Graduate College.