

## Doctor of Philosophy Degree Checklist

---

- 1. Admission to a Ph.D. program (**step 7 should be completed in two years by full time students**).
- 2. Course work required for Ph.D. Degree completed satisfactorily.
- 3. Oral English Proficiency Test (OEPT) requirement met for international students (OEPT must be taken by the end of your first academic year). Letter attesting to satisfactorily completed OEPT submitted by examiner to program director, and Graduate Studies Office (GSO).
- 4. Qualifying Examination Committee (and three preliminary proposals in the Traditional format) approved by Degrees Committee.
- 5. Qualifying Examination passed.
- 6. Form (obtain from GSO) attesting that Qualifying Exam was passed submitted by Examining Committee Chair to GSO.
- 7. Dissertation Committee members and Statement of Intent approved by Degrees Committee. Interim: committee meetings with candidate (written yearly progress reports to GSO).
- 8. Dissertation written.
- 9. Successful defense of Dissertation and signed by Dissertation Committee members (and Residency requirement completed).
- 10. Complete "On-Line Graduation Application" at: [www.grad.uc.edu](http://www.grad.uc.edu). On the top bar, under "Current Students," select "Graduation." Graduation paperwork filed with GSO and University Officials. (See official dates in GSO.) Also, make sure to check out the Graduation Deadlines at <http://gradapps.uc.edu/graduationdeadlines/graduation-deadlines.aspx>
- 10. Electronic Dissertation and approval forms turned in to Office of the Graduate School (see official dates in GSO or online). Current information regarding Thesis and electronic submission can be obtained at: <http://grad.uc.edu/student-life/etd.html>.
- 11. Complete ABET Exit Interview and Confidentiality Compliance Certification