



# NORTHERN ARIZONA UNIVERSITY

## Checklist for Doctoral Students

This checklist describes steps you must take to complete your doctoral program. Normally, these steps occur sequentially; however, some may occur concurrently. You may want to check off and date each step as you complete it.

For additional information, consult NAU's *Graduate Catalog* or your adviser. We encourage you to visit the Graduate College web site ([www.nau.edu/gradcol/](http://www.nau.edu/gradcol/)), which also provides detailed information about preparing your dissertation.

\_\_\_\_\_ **1. Be admitted to regular status.**

If you were admitted with provisional status, complete the provisions of your admission as soon as possible. Your department will notify the Graduate College when you have completed these provisions so your admission can be changed to regular status.

\_\_\_\_\_ **2. Meet with your adviser and develop your program of study.**

Determine exactly the courses you are required to take and whether any previous graduate work will transfer into your program. Because of uncertainties about course offerings, you may want to complete a tentative version of your program of study. By your third semester, you should file your program of study with your academic department. You will be required to provide an updated program of study at the time you submit your application for candidacy,.

\_\_\_\_\_ **3. Select your doctoral committee.**

In consultation with your adviser, select your doctoral committee. Submit your request in writing to your department chair. Your chair will forward the committee recommendation to the Graduate College for approval and formal appointment.

*Please note:* In some programs, students have a program committee that guides their work through the comprehensive exams and then they modify their committee for the dissertation. In other programs, one committee will serve as both your program and dissertation committee. Only the dissertation committee is formally appointed by the Graduate College.

\_\_\_\_\_ **4. Complete your coursework and residency requirements.**

See the *Graduate Catalog* for information about the residency requirement.

\_\_\_\_\_ **5. Complete any language and/or skill requirements.**

*For Ph.D.'s only,* you must complete your language exam and/or other skill requirements of your program.

When you have completed the language exam, the Department of Modern Languages will report the results to the Graduate College. If you satisfy the language requirement through another approved method, the results must be reported to the Graduate College. Completion of other skill requirements (statistics, for example) must be noted on your program of study.

\_\_\_\_\_ **6. Complete your comprehensive exams.**

When you have completed your written and oral comprehensive exams, your department will report the results to the Graduate College.

\_\_\_\_\_ **7. Write your dissertation prospectus and submit it for approval.**

Your prospectus must be approved by your dissertation committee. A copy of your signed prospectus title page must be included with the material you submit in support of your application for admittance to candidacy.

\_\_\_\_\_ **8. Apply for admission to candidacy.**

You can be admitted to candidacy after you have:

- completed all coursework in your program of study, except your dissertation
- completed the residency requirement
- passed your comprehensive exams
- had your prospectus approved

With your *Application for Candidacy for the Doctoral Degree*, you must submit an updated program of study that lists the courses actually taken. For each course, you are required to include the course code and number (FOR 544, for example), the term in which you took the course, and the credit hours earned.

Complete the first section of the candidacy form and submit everything to your adviser for approval. The Graduate College will verify the information provided and will notify you by letter whether you have been admitted to candidacy. You will also be notified by letter if there are any problems with your candidacy application.

When you are admitted to candidacy, the Graduate College will process any transfer credit toward your doctoral degree that is listed on your program of study.

Your completed and approved application for candidacy must be submitted to the Graduate College *no later than* the deadlines listed at:

<http://www.nau.edu/gradcol/importantdates0506.pdf>

\_\_\_\_\_ **9. Apply for graduation.**

You should submit the *Application for Graduation* form, along with the \$10 processing fee, to the Graduate College during the semester *prior* to the semester in which you plan to complete your degree requirements and *no later than* the deadlines listed at:

<http://www.nau.edu/gradcol/importantdates0506.pdf>

\_\_\_\_\_ **10. Submit your dissertation for format review.**

Submit an unbound copy to the format editor in the Graduate College early in the semester you expect to graduate. This must be done *prior to your oral defense*. See the *Checklist for Bindery and Microfilming Requirements* for specific information about the university's format requirements. You can pick up a copy of the checklist at the Graduate College office or you can find the same information at the Graduate College web site ([www.nau.edu/gradcol/current/td/index.html](http://www.nau.edu/gradcol/current/td/index.html)). Expect the format review to take five working days.

Be aware that the format editor does not review dissertations during the last two weeks of the semester or during the period between semesters.

\_\_\_\_\_ **11. Schedule the oral defense of your dissertation.**

To schedule your defense, submit the *Dissertation Defense Scheduling Form* to the Graduate College at least 10 *working* days prior to the date when you wish to present your defense. This is a strict deadline that, if missed, will require you to reschedule your defense. You must choose a date and time for your defense when all members of your committee can attend. A copy of your dissertation must accompany the scheduling form. This copy will be given to the individual who will represent the University Graduate Committee at your defense.

Your dissertation defense shall be held no later than ten working days prior to the end of the term.

Be aware that the defense copy of your dissertation must be in essentially its final form when you submit it to your committee; only minor changes and corrections should be necessary after the defense. As of Fall 2006, you have 6 months from the time of your defense to turn in your final copies for binding. You will be required to repeat your defense if you fail to turn in your copies after the 6 month period.

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**12. Turn in final copies of your dissertation.**

After successfully defending your dissertation, and after making all revisions required by your committee and by the format editor, submit your final copies to the Graduate College no later than the last day of the semester. (For more information about submitting in your final copies, see the instructions for *Turning in Final Dissertation Copies* that were provided to you by the format editor as a part of the information provided during the format review.)

If necessary, you may request an extension of this deadline up to the first day of the following semester without paying for additional credit hours. However, such an extension will change the date your degree is awarded (for example, from May to August), and will delay the binding of your dissertation until the end of the following semester. If you do not submit your final copies by this deadline, *you must enroll for 3 hours for that semester, and for every semester thereafter until you submit your final copies.*

With your final copies, the university requires that you submit the following forms—the *Survey of Earned Doctorates*, and the “Doctoral Dissertation Agreement Form” found inside the booklet from UMI, *Publishing Your Dissertation*. Both of these forms will be sent to you when your dissertation defense has been approved by the Graduate College.

Your degree is awarded at the end of the semester in which you complete your degree requirements. You will receive your diploma in the mail approximately eight weeks later.

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**13. Participate in commencement ceremonies.**

If you have successfully defended your dissertation, you may participate in university commencement ceremonies, which are held in December and May. A delay in submitting your final copies will not prevent you from participating, but you must have passed your defense. Information will be mailed to you or can be found on the NAU web site: [www.nau.edu/~regis/graduation/gradcomm.htm](http://www.nau.edu/~regis/graduation/gradcomm.htm).

*Be aware that you must be registered for dissertation (799) hours during any semester in which you use university facilities or the professional time of faculty while your dissertation work is in progress. The number of hours for which you must enroll should reflect the amount of time and work you and your committee are investing in your dissertation, and the extent to which you use other university resources (the library, labs, computers, etc.). Some departments have their own requirements; for example, some departments require you to register for 3 hours during the semester in which you defend your dissertation. At a minimum, you must be enrolled for one hour during the semester in which you defend your dissertation.*