

OKLAHOMA STATE UNIVERSITY

Doctoral

CHECKLIST

Graduate College

- Complete Graduate College Application:

online: <http://gradcollege.okstate.edu>

If you choose to submit your application using the web-based application, the fee is \$40 (first application) or \$25 (additional applications). The application website is at: <https://app.it.okstate.edu/gradcollege/>

A non-refundable application fee is submitted in paper form of \$50.00 (first application) or \$25 (additional applications or transition from Special (non-degree seeking) status) is required. The application fee can be paid either by check or money order payable to "Oklahoma State University." Applications cannot be processed until this fee is received.

- Include two copies of Official Transcripts from all college level work
- Include Application Fee

ES Doctoral Application

Submit to Program Coordinator, 002 LSE

- Goal Statement
- Three letters of recommendation
- Copy of Resume/Vita
- GRE Scores
- Course Evaluation Form
- Agreement to advise from faculty member

Student's Responsibilities After Application Process

- Enroll (*must complete 6 credit hours during each 12- month period to be continuously enrolled*)
- Select a Committee
- Develop a Plan of Study (*must be filed prior to the 28th credit hour*)
<http://gradcollege.okstate.edu/download/plansforms.htm>
- Submit Plan of Study to Program Coordinator for Approval (*prior to the 28th credit hour*)
- File Institutional Review for Use of Human Subjects (IRB) form (*if human subjects are used in research*)
- Select research topic for dissertation
- Complete course work on Plan of Study

- Check Academic Calendars for Graduate College and University
http://gradcollege.okstate.edu/current_student/calendar.html
<http://www.okstate.edu/registrar/AcademicCalendar/AcademicCalendarMain.html>
- Submit Request to take Doctoral Qualifying Exam (*two months in advance*)
 - Fall 2008 November 13-14
- Submit Dissertation proposal to Chair (*must accompany Qualifying Exam Request*)
- Sit for Comprehensive Exam
- Arrange Committee meeting to:
 - Submit Doctoral Candidacy Form with Graduate College (*6 months prior to graduation*) http://gradcollege.okstate.edu/current_student/forms.html
 - Discuss research topic
 - Review IRB Application
- Write dissertation following OSU Thesis Guidelines (*Graduate College website for guidelines*)
- Submit final copy of dissertation to Adviser
- Submit final copy of dissertation to Committee Members
- Submit paper copy of dissertation to Graduate College (*must have adviser's approval*)
- Arrange for dissertation defense
- Report results to Graduate College
- Make revisions to dissertation
- Submit final copy of dissertation *electronically* to the Graduate College
- Submit two copies of Abstract, on OSU Thesis Paper, signed by Adviser to Graduate College
- Submit one copy of Signature Page, on OSU Thesis Paper, signed by all committee members to the Graduate College
- Pay thesis fees
- Complete the online *Survey of Earned Doctorates*

At the beginning of final semester

1. File the "Admission to Doctoral Candidacy" form six months prior to the graduation dates.
2. Enroll for last semester classes in the minimum number of hours
See Catalog for enrollment deadlines
 Catalog: <http://www.okstate.edu/registrar/Catalogs/Catalog.html>
 Class Schedules: <http://www.okstate.edu/registrar/ClassSchedule/ClassSchedule.html>
3. File Graduation Clearance Form:
 Form can be downloaded at:

http://gradcollege.okstate.edu/gradcord/download/Grad_Clearance_form.pdf

Obtain signatures and submit to 202 Whitehurst.

4. Submit Final Revision of Plan of Study

Submit only if plan has changed since last time filed with Graduate College

Submit to 202 Whitehurst

Plan of study: <http://gradcollege.okstate.edu/download/plansforms.htm>

5. File Diploma Application

Registrar's Office, 322 Student Union. The form is also available for download at

<http://www.okstate.edu/registrar/Graduation.html>

6. Turn in DRAFT copy of dissertations

Graduate College, 202 Whitehurst

7. Turn in "Results of Final Exam" form for dissertation option

Graduate College, 202 Whitehurst

8. Submit Final Copy of Dissertation

Student will be given access to e-submission website after the completed and signed Result of Final Exam form is submitted to the Graduate College

9. Complete Coursework

10. Submit "Change of Final Grade" form (won't be applicable after Fall 08 semester begins)

The Graduate College Thesis/Dissertation Handbook is available for download free of charge at <http://gradcollege.okstate.edu/student/thesis.htm>. Other thesis or dissertation questions can be answered by contacting the Graduate College (405-744-6368) in 202 Whitehurst. Also refer to the *Thesis/Dissertation Checklist* at <http://www.gradcollege.okstate.edu/download/misc.htm>.

NOTE: Do not forget to schedule an exit interview with Director. Call 405-744-9994 to arrange an interview.

OSU

Graduate College Academic Calendar

First Semester 2008-2009,

Fall 2008

August 18, Monday

- Class work begins

October 24, Friday

- Admission to Doctoral Candidacy for SPRING degree candidates due in the Graduate College

October 31, Friday

- DRAFT of Thesis/Dissertation for FALL candidates due in the Graduate College

November 3, Monday

- Last day to file Diploma Application and Graduation Clearance form
- Revised Plan of Study (if needed) due in Graduate College

November 21, Friday

- Thesis/dissertation DEFENSE RESULTS form due in Graduate College

December 5, Friday

- ON LINE SUBMISSION of electronic thesis or dissertation due

December 12, Friday

- Class work ends
- *Graduate Commencement*

Second Semester 2008-2009,

Spring 2009

January 12, Monday

- Class work begins

January 30, Friday

- Admission to Doctoral Candidacy for SUMMER degree candidates due in the Graduate College

March 27, Friday

- DRAFT of Thesis/Dissertation for SPRING degree candidates due in the Graduate College

April 1, Wednesday

- Last day to file Diploma Application and Graduation Clearance form
- Revised Plan of Study (if needed) due in Graduate College

April 24, Friday

- Thesis/dissertation DEFENSE RESULTS form due in Graduate College

May 1, Friday

- ON LINE SUBMISSION of electronic thesis or dissertation due

May 1, Friday

- Class work ends
- *Graduate Commencement*

Regular 8-Week Summer Session

Summer 2009

April 1, Wednesday

- Last day to file diploma application for name to appear in Spring commencement book

June 8, Monday

- Class work begins

June 12, Friday

- Admission to Doctoral Candidacy for FALL degree candidates due in the Graduate College

June 19, Friday

- DRAFT of Thesis/Dissertation for SUMMER candidates due in Graduate College

July 1, Monday

- Last day to file Graduation Clearance form
- Revised Plan of Study (if needed) due in graduate College

July 17, Friday

- Thesis/dissertation DEFENSE RESULTS form due in Graduate College

July 24, Friday

- ON LINE SUBMISSION of electronic thesis or dissertation due

July 31, Friday

- Class work ends
- **No Graduate Commencement** is held in the Summ