

# Doctorate Checklist

**Please use the checklist below for a timely submission of requirements.**

**Forms can be found at <http://gradschool.tamucc.edu/forms.html>**

**Important dates: [http://gradschool.tamucc.edu/doctoral\\_dates.html](http://gradschool.tamucc.edu/doctoral_dates.html)**

| Checklist   | Timeline   |         |
|---|--|---------|
|   | ED   | S&E     |
| <input type="checkbox"/> <b>Form A</b> – Degree Plan (signed)   | 30 hrs.  | 9 hrs.  |
| <input type="checkbox"/> <b>Form B</b> - Comprehensive Examination and Advancement to Candidacy Report  | 42 hrs.  | 36 hrs. |
| <input type="checkbox"/> <b>Form C</b> – Doctoral Dissertation Advisory Committee Appointment   | 48-57 hrs.   | 9 hrs.  |
| <input type="checkbox"/> <b>Form D</b> – Doctoral Dissertation Proposal Hearing Request Form<br>- <b>Submitted at least two weeks before anticipated proposal date.</b>   | 48-57 hrs.   | 36 hrs. |
| <input type="checkbox"/> <b>Form E</b> – Preliminary Agreement to schedule the Dissertation Defense/Final Examination<br>- <b>The dissertation, in its entirety, must be submitted to each committee member two weeks prior to the defense.</b><br>- <b>Last day to defend is 6 weeks prior to graduation</b>   | 8 weeks prior to Graduation  |         |
| <input type="checkbox"/> <b>Form F</b> – Dissertation Defense & Written Dissertation Report   | 4 Weeks Prior to Graduation  |         |
| <input type="checkbox"/> <b>Form G</b> – Graduate Faculty Representative Report   | <u>5 Days following Defense/ Exam</u><br>5 Weeks prior to Graduation |         |
| <input type="checkbox"/> <b>Form H</b> - Doctoral /Dissertation Committee Member Change Request   | As needed  |         |
| <input type="checkbox"/> <b>Form I</b> – Graduate Degree Plan Exceptions Form   | As needed  |         |
| <input type="checkbox"/> <b>Form J</b> - Graduate Degree Plan Revalidation Request  | As needed  |         |
| <input type="checkbox"/> <b>Form K</b> - Request for a Leave of Absence   | As needed  |         |
| <input type="checkbox"/> <b>Final Version of Dissertation Submitted to ProQuest</b><br><a href="http://www.etsdadmin.com/tamucc">www.etsdadmin.com/tamucc</a><br>Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at <a href="http://gradschool.tamucc.edu/forms.html">http://gradschool.tamucc.edu/forms.html</a> | 4 Weeks prior to Graduation  |         |
| <input type="checkbox"/> <b>Survey of Earned Doctorates</b><br><a href="https://sed-ncses.org">https://sed-ncses.org</a><br>Email a copy of the completion certificate to gradweb@tamucc.edu.   | 4 Weeks prior to Graduation  |         |
| <input type="checkbox"/> <b>Dissertation Processing Fee</b><br><a href="http://gradschool.tamucc.edu/doctoral_students.html">http://gradschool.tamucc.edu/doctoral_students.html</a>  | 4 Weeks prior to Graduation  |         |