

DISCOVER YOUR PASSION – INQUIRE, INNOVATE, IMPACT

PhD/EdD/DNP Checklist

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

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

Important dates:

http://gradcollege.tamucc.edu/doctoral_dates.html

		EHD	S&E	NHS
<input type="checkbox"/>	Form A – Degree Plan (signed)	*	*	*
<input type="checkbox"/>	Form B – Comprehensive Examination and Advancement to Candidacy Report	*	*	N/A
<input type="checkbox"/>	Form C – Doctoral Dissertation/Project Advisory Committee Appointment	*	*	*
<input type="checkbox"/>	Form D – Doctoral Dissertation/Project Proposal Hearing Request Form	2 weeks prior to anticipated proposal date		
<input type="checkbox"/>	Form E – Agreement to schedule the Dissertation/Project Defense & Final Examination <i>The dissertation/project must be submitted to committee at least two weeks prior to defense.</i>	8 weeks prior to graduation		
<input type="checkbox"/>	Form F – Dissertation/Project Defense and Written Dissertation Report	4 weeks prior to graduation		3 weeks prior to graduation
<input type="checkbox"/>	Form G – Graduate Faculty Representative Report (circulated and monitored by CGS)	N/A		N/A
<input type="checkbox"/>	Form H – Doctoral/Dissertation Committee Member Change Request	As needed		
<input type="checkbox"/>	Form I – Graduate Degree Plan Exceptions Form	As needed		
<input type="checkbox"/>	Form J – Graduate Degree Plan Revalidation Request	As needed		
<input type="checkbox"/>	Form K – Request for a Leave of Absence	As needed		
<input type="checkbox"/>	Final Version of Dissertation/Project Submitted to ProQuest www.etsdadmin.com/tamucc Note: Title Page, Committee Member Page, and Copyright Page templates can be found online at http://gradcollege.tamucc.edu/forms.html	4 weeks prior to graduation		3 weeks prior to graduation
<input type="checkbox"/>	Survey of Earned Doctorates: https://sed.norc.org/doctorate/showRegister.do Email a copy of the completion certificate to gradcollege@tamucc.edu	4 weeks prior to graduation		
<input type="checkbox"/>	Dissertation Service Charge: http://gradcollege.tamucc.edu/doctoral_students.html	4 weeks prior to graduation		

**Requirements may vary depending on the program. Check program and academic college requirements.*

Amended 11/04/2019

This handbook is intended to be read in conjunction with the Graduate Catalog: <http://catalog.tamucc.edu/index.php>.