

PhD Final Requirements Check List: Graduate College and Geoscience forms

Graduate College (Administration Building, Room 316)

Submit the following documents to Administration upon submission of dissertation electronically at ProQuest ETD:

1. Two signed copies of Doctoral Approval Page
Signatures obtained at final defense
2. Change of Grade Form for Geos 920
3. Distribution rights form
4. Complete survey of earned doctorates (external to UA)
5. Complete Graduate College Survey

Tips:

1. Double check you have 18 credits of Geos 920 “Dissertation” complete. These are required to graduate.
2. Have your advisor sign your change of grade form at your defense.
3. Inform your advisor that once you submit your dissertation to the graduate college, she/he will receive one final email to confirm that they have approved the dissertation.

Dept. of Geosciences (Anne Chase, Gould Simpson 210)

1. File Committee Appointment form on Grad Path at least 6 months prior to defense
2. File Announcement of Final Oral Examination on Grad Path at least 2 weeks prior to defense.
3. AT DEFENSE: Have committee sign two copies of Doctoral Approval Page, have primary advisor sign Change of Grade Form, AND remind primary advisor to complete Grad Path form “Notice of Final Oral Examination”. This final form is done online and you don’t know it exists until your advisor completes it and the Grad College send you a confirmation email notifying you of the changes to be made to your dissertation.
4. Complete Grad College check list above.
5. Schedule sit-down exit interview with Geosciences Department Head.
6. Once your dissertation is approved by the Grad College, bring a CD containing a PDF of your dissertation and a PDF of your signed Doctoral Approval Page (Page 2 of your dissertation) to Anne Chase.
7. Submit (1) Forwarding address form and electronic dissertation and agreement form to Anne Chase.