

Doctoral Completion Checklist

1. Newly Admitted (before the beginning of first term)
 - Respond to offer of admission
 - Locate housing
 - Clear any medical holds
 - Obtain student ID card
 - Attend orientation

2. Getting Started (your first term on campus)
 - Register for classes
 - Check [academic calendar](#) for deadlines
 - Contact your departmental advisor
 - Identify your major professor
 - Begin selecting your advisory committee

3. Making Progress (after your first term)
 - Register each term
 - Check academic calendar for deadlines
 - Submit your approved plan of study
 - Complete required course work
 - Submit signed application for General Oral Exam.
 - Note: Upon receipt, the Graduate School will send the student and major professor the Report on General Oral Examination.
 - Complete comprehensive exams. Once completed, submit the signed Report on General Oral Examination to the Graduate School.
 - Draft Dissertation Proposal (if required)
 - Defend Dissertation Proposal (if required)

4. Making Progress (after Admission to Candidacy)
 - Write the dissertation(follow guidelines of [ETD Guide](#))

5. Nearing Completion (one term before you graduate)
 - Register
 - Check [academic calendar](#) for deadlines
 - Submit [Plan of Study](#) (required)
 - Submit [Graduation Application](#) from AU Access, My Academics, Grad Application (required)

6. Graduating (the term you plan to graduate)
 - Register (one hour minimum)
 - Check [academic calendar](#) for deadlines
 - Clear all incomplete grades
 - Clear all holds

- Submit signed "[First Submission Approval Form](#)" to the Graduate School, *the Graduate School* will then send the University Reader the Dissertation Evaluation Form.
- Submit PDF of your dissertation to doctoral@auburn.edu for Format Check (required)
 - Note: *When submitting dissertation for format check, please indicate in your email the style guide being used (EX: APA, MLA, Chicago, etc.) and original file type that was used to create your dissertation (Ex: .docx, .xlsx, .sas, .spss etc.)*
- Once the Dissertation Evaluation Form is submitted to the Graduate School by the University Reader, a link to the Application for Final Oral Examination will be sent to the student. Once signed, the student **must** submit the Application for Final Oral Examination to the Graduate School.
- Complete your final oral exam. Once completed, submit the signed Report on Final Oral Examination (Defense) to the Graduate School. Please note: All committee members including the University Reader **MUST** be present at the Defense.
- Submit signed [Electronic Thesis/Dissertation Final Approval Form](#) to the Graduate School
- Submit Dissertation on [AUETD](#)
- Submit [Survey of Earned Doctorates](#) (SED)
- Join the [Auburn University Alumni Association](#)