

# 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](mailto: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](#)