

Doctoral Completion Checklist

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

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

3. Making Progress (after your first semester)
 - Register each semester
 - Check [Graduate School calendar](#) for deadlines
 - Submit your [Committee Selection form](#)
 - Complete required course work
 - Submit your [Request for the Report on the General Oral Examination](#)
 - Complete comprehensive exam.
 - Note: On the day of your comprehensive exam, the Graduate School will send your committee the Report on the General Oral Exam.
 - 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 semester before you graduate)
 - Register
 - Check [Graduate School calendar](#) for deadlines
 - Submit [Graduation Application](#) through AU Access, My Academics, Grad Application (required)

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

- Submit [First Submission Approval Form](#)
 - Note: Once your First Submission Approval form is approved by the committee, the University Reader will be sent the Dissertation Evaluation Form. Please note, the student and Chair should select the University Reader. University Readers must be Graduate Faculty (Level 0, 1, or 2) and must be outside of the student's department.
- Submit PDF of your dissertation to doctoral@auburn.edu for Format Check (required)
- Once the Dissertation Evaluation is completed by the University Reader, provide information regarding the Final Oral Exam using the link that will be emailed to you.
 - Note: Once the Dissertation Evaluation Form is submitted to the Graduate School by the University Reader, a link to a form requesting information for the Final Oral Examination will be sent to you. Once submitted, the committee and University Reader will be notified of the final examination date.
- Complete your final oral exam. On the day of your final oral exam, the Graduate School will send your committee and University Reader the Report on the Final Oral Exam and Publishing Approval Form. Please note: All committee members including the University Reader **MUST** be present at the Defense.
- Submit Dissertation on [AUETD](#)
- Submit [Survey of Earned Doctorates](#) (SED)
- Join the [Auburn University Alumni Association](#)