

Steps to Graduation

Checklist for PhD Students

- Be familiar with and understand the Graduate College Deadlines for completing the Graduate Degree Program: <https://grad.arizona.edu/gsas/degree-requirements/important-degree-dates-and-deadlines>
- In concert with your major professor, you write your dissertation.
- Work with your Graduate Committee to decide how much time they need to review your dissertation. One or two weeks is the department's typical recommended time.
- When you have the penultimate version, you send it out to your Graduate Committee. This needs to be done no less than 1 month before you are thinking of defending your dissertation.
- After the agreed upon time (1 or 2 weeks), you send to your Graduate Committee the Final Oral Defense Approval form for their signature indicating their approval for your defense. NOTE: these forms can be found in the Biosystems Graduate Programs D2L site >> Forms >> Forms for Students. AND NOTE: there are tutorials for Adobe Sign for your convenience with obtaining the signatures.
- Once you have obtained the approval to defend, upload the signed Final Oral Defense Approval form to the appropriate Assignment folder in the Biosystems Graduate Programs D2L student support site.
 - If your committee has determined that you are NOT ready to defend AND you need to change your expected graduation date, you must upload the signed form to the appropriate assignment folder and contact the Academic Program Manager with the revised expected graduation date.
- Upload a completed & signed Journal Paper Certification form. Note, for PhD candidates, you are required to write *at least* 2 journal articles & must be included in the dissertation body or appendices.
- After you have an approved Final Oral Defense form and uploaded it to the D2L student support site, you may schedule the date of your Final Oral Defense.
- Upload the Departmental PhD Defense Announcement to the appropriate D2L Assignment folder (form is in Biosystems Graduate Programs D2L site >> Forms >> Forms for Students).
- Complete the announcement of your PhD defense form in GradPath.

- Complete the PhD Defense Committee form in GradPath.
- Complete the Written Exit Survey.
- Submit the final copy of your Dissertation to ProQuest.
- Return all keys to the UA Key Desk (get link to Key Desk & address) and any UA property you may have been using.