

☐ **Apply to Graduate in the Duke Hub Student Center** for the semester/term in which you plan to graduate.

☐ **Graduate School's Graduation Deadlines** (<https://gradschool.duke.edu/academics/preparing-graduate>) Check the Graduate School website before setting a date for your defense. The exam may take place between semesters; however, you must be enrolled in the semester prior to and after the exam date.

☐ **Check RCR Credits** in Duke Hub (a minimum of 18 required)

☐ **Check your dissertation committee** in Duke Hub

☐ **Committee Approval Form** (only if changes are required)

[https://gradschool.duke.edu/sites/default/files/documents/form\\_committee\\_approval.pdf](https://gradschool.duke.edu/sites/default/files/documents/form_committee_approval.pdf)

Download from the Graduate School website, e-mail it to the DGSA, designate your committee as **Ph.D. final examination** if you have not already done so with the Minor Area Representative (MAR) clearly marked with an explanation.

☐ **Four to Six weeks prior to your exam email the DGSA with the following information about your dissertation defense:** date, time, location, room number, title and committee member names. Your PI must send an e-mail to the Graduate School before the DGSA can send out your dissertation flyer to the department. The DGSA will complete the *Final Examination for the PhD Degree Form* and submit it to the Graduate School. **"Approval from Adviser - PhD candidates: Before The Graduate School can release your examination certificate, we must receive an adviser letter and a defense announcement via e-mail ([gradacademics@duke.edu](mailto:gradacademics@duke.edu)), cc: DGSA. The adviser letter must be sent by your adviser and needs to state that he/she has read your dissertation and that it is complete and ready for defense. The defense announcement must be sent by your program's director of graduate studies assistant."**

☐ **Four weeks** prior to your exam date email the DGSA with your post-defense plans and an estimated "last day in the lab". DGSA will work with the MGM business office to begin processing your termination as a graduate student and/or your transition to a Duke postdoc.

☐ **Two weeks** (at least) and no later than 5:00 p.m. on the deadline date, prior to your defense submit your dissertation to ProQuest. Review The Graduate School guidelines at <http://www.etdadmin.com/cgi-bin/school?siteId=17>. **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT. MAKE SURE YOU ALLOW TIME FOR REVISIONS AND RESUBMISSION.** Do not destroy original file from which you create the PDF, as you will need this version for revision purposes. Read through the electronic Thesis guidelines, it includes examples of one (1) title signature page, one (1) abstract title signature page, and advisor letter, a permission letter for copyrighted material, the Non-Exclusive Distribution License and Dissertation Availability Agreement.

<https://gradschool.duke.edu/sites/default/files/documents/ETD-Guide.pdf>

☐ **Two weeks** (at least) before your exam date, have your PI read the thesis in its entirety and email the following people that the document is complete and acceptable for defense:

1. Your committee
2. DGSA
3. Graduate School, [gradacademics@duke.edu](mailto:gradacademics@duke.edu)

☐ **Two weeks** before the exam date submit your dissertation to each committee member. Check with committee members to see if they would like a paper or electronic copy.

☐ **Appointment:** When you receive an email containing the format changes required (if any), make an appointment **with the individual from whom you received the email**. The appointment calendar is located at: <http://aaswebsv.aas.duke.edu/calendar/grad.html>.

1. Provided you have filed your "Apply for Graduation" in ACES, your dissertation committee is approved and correct, your Advisor has submitted the Advisor letter and your DGSA has submitted the Defense Announcement, you will receive your Final Examination Certificate, Non-Exclusive Distribution License, and Survey of Earned Doctorates.
2. Complete Duke's computer-based Exit Survey.

☐ **Defense**

1. Before your defense, you should complete sections *Student Information* and *Thesis Committee Members* of the **MGM Thesis Defense Summary** and print a copy for each committee member. They will complete the rest of the summary and hand them back to you. You will then review the summaries with your Advisor and turn them all into the DGSA.
2. After defending, obtain the original signatures of your committee on: one (1) title signature page, one (1) abstract title signature page, and the Final Exam Certificate. Please note that neither signature page needs to be printed on a specific type of paper.
3. Obtain the signature of your Director of Graduate Studies on your Final Exam Certificate.  
[https://gradschool.duke.edu/sites/default/files/documents/exam\\_card-procedure\\_guide.pdf](https://gradschool.duke.edu/sites/default/files/documents/exam_card-procedure_guide.pdf)

☐ **Post Defense**

1. **Make an appointment with [Jason Howard](#), MGM HR**, to discuss payroll, turn in keys, passes, and sign paperwork, if need be.
2. **Email DGSA and Jason Howard with confirmed final end date and post-graduation contact and position details.**
3. **Health Insurance students should read through the policy**  
[https://gradschool.duke.edu/sites/default/files/documents/policy\\_phd\\_health\\_insurance.pdf](https://gradschool.duke.edu/sites/default/files/documents/policy_phd_health_insurance.pdf)

\**December graduates* will be responsible to either cancel their student health insurance or pay for the remaining 7 months. The Graduate School will send you an email about this with further instructions.

\**September graduates* can make a special request for their health insurance for the month of August and should contact The Graduate School for details.

☐ **Final Submission**

1. Revise thesis based on comments of committee members and send to PI for approval.

2. Submit revised PDF file to UMI/ProQuest. Submit what you consider to be the final version of your dissertation, taking into consideration the formatting revisions required by the Graduate School **and** the revisions required by your committee. You will receive notification when the Graduate School has accepted your dissertation.
3. Submit the following materials to the Graduate School after your defense:
  - ☐ Signed Final Exam Certificate
  - ☐ One title signature page with original signatures
  - ☐ One abstract title signature page with original signatures
  - ☐ Completed "Survey of Earned Doctorates"
  - ☐ Signed "Non-Exclusive Distribution License and Dissertation Availability Agreement"

**NOTE:** Final submission must occur within 30 days of your defense; however, if you defend within 30 days of the semester deadline of your graduation date, you must adhere to semester deadlines, and do not have 30 days to complete your final submission.

[https://gradschool.duke.edu/sites/default/files/documents/exam\\_card-procedure\\_guide.pdf](https://gradschool.duke.edu/sites/default/files/documents/exam_card-procedure_guide.pdf)