

GRADUATION PROCEDURES AND CHECKLIST – DOCTORAL DEGREE

TASK	TIMELINE	COMPLETED BY	COMPLETION DATE
<p>Submit degree application form to the Registrar's Office</p> <p>Degree Award Application is submitted via MyUAlbany web portal</p>	<p>Graduate Dec: Apply by December 1st</p> <p>Graduate May: Apply by May 1st</p> <p>Graduate Aug: Apply by August 1st</p>	Student	
<p>Plan date, time, and location for your defense</p>	3 Weeks prior to defense	Student	
<p>Inform Tony Torres about the planned defense date and time by submitting the Thesis/Dissertation Seminar Announcement Form</p> <p>Send Tony Torres a copy of your dissertation abstract electronically</p>	3 Weeks prior to defense	Student	
<p>Complete the Departmental Transmittal Form to be filled out during defense, and signed by committee members at the defense</p> <p>*Title on the form must match the title on dissertation</p>	At the defense	Department	
<p>Schedule the seminar presentation of your dissertation</p> <p>Complete the flyer and send it to Tony Torres electronically</p>	After the defense	Student	
<p>Submit one electronic copy of the accepted dissertation and abstract to SUNY</p> <p>*Submission process includes payment of required fees</p> <p>Send a copy of your accepted dissertation to Tony Torres electronically</p>	<p>May 1st</p> <p>Dec 1st</p> <p>Aug 1st</p>	Student	
<p>Complete the Recommendation for Conferral of Doctoral Degree</p>	After the defense	Department	
<p>Complete the N.S.F. Survey of Earned Doctorates</p> <p>*Graduate Studies Office will be notified when survey is completed</p>	After the defense and prior to submission of Dissertation to Graduate Studies	Student	
<p>Submit dissertation to the Office of Graduate Studies (UAB 121, Main Campus) via the ETD Submittal Information/Checklist Form</p>	<p>May 1st</p> <p>Dec 1st</p> <p>Aug 1st</p>	Student	