

## Checkpoints for the Doctoral Candidate

**Dean** — Dean of Toulouse School of Graduate Studies

**ADCom** — Advisory Committee

**MP** — Major Professor

**GA** — Graduate Adviser

**DC** — Department Chair

Procedure	Initiate Through	Approved By	Time
1. Apply for admission. Submit all official transcripts and an official copy of GRE/GMAT score.	Dean	DC & Dean	At least six weeks prior to registration (7-8 months prior to registration for foreign students). Note: some programs have specific deadlines in advance of these suggested time periods.
2. Become familiar with general regulations and appropriate doctoral degree section of catalog.			Before registration.
3. Meet with graduate adviser assigned by department chair to plan course of study for first semester.	DC & GA	GA	Before first semester registration.
4. Establish Advisory Committee; prepare degree program.	GA & DC	MP, DC & Dean	Upon completion of 12 semester hours.
5. Complete course work detailed on proposed degree program and meet foreign language or tool-subject requirement.			Prior to qualifying examination. (See specific degree requirements for details.)
6. Take written/oral qualifying examination.	MP		Per departmental requirements.
7. Submit form to add university member to doctoral committee.	MP	Dean	Well in advance of dissertation proposal presentation.
8. Submit proposal for dissertation.	MP & AC		Well in advance of expected graduation date.
9. Prepare dissertation.	ADCom		Per departmental requirements.
10. Apply to graduate.	Dean		During final semester. (See deadline in Academic Calendar.)
11. Schedule final comprehensive examination.	ADCom	Dean	No later than four to five weeks prior to filing deadline. Notify School of Graduate Studies of date and time. (See deadline date in Academic Calendar.)
12. Submit final copy of dissertation.	ADCom & Dean	Dean	See deadline date in Academic Calendar.
13. Arrange for cap and gown at University Bookstore.			By deadline date for placing order.