**Ph.D. Thesis Defense (final examination)**

[Introduction 1](#_bookmark0)

[Contact Information 1](#_bookmark1)

[Deadlines 1](#_bookmark2)

[Summer 2023 1](#_bookmark3)

[Fall 2023 1](#_bookmark4)

[Spring 2024. 1](#_bookmark5)

[Ph.D. Graduation Semester Student Checklist 2](#_bookmark6)

# Introduction

All graduate degree candidates must complete and submit an Application for Graduate College degree through MyUI.

The student and their faculty committee schedule Ph.D. final examinations (thesis defense). Exam dates must be officially declared in the Office of Student Services at least 2 weeks before the oral defense and by the established deadlines. Students preparing for thesis defense must have satisfied all coursework submitted on the Graduate College Plan of Study form.

# Contact Information

Any questions related to this schedule and the administration of graduate examinations in the College of Education should be directed to Rebecca Stai, 319 384-0669, [Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu).

# Deadlines

## Summer 2023

* Application for degree on MYUI—June 9
* Declare thesis defense date—June 14. Must be declared 2 weeks prior to defense AND by this date
* Defense Report - July 18—Committee Chair: Last day to hold defense
* Thesis Deposit - July 25 (5pm Central Time)
* Degree Conferral Date - August 4

## Fall 2023

* Application for degree on MYUI—September 29
* Declare thesis defense date—October 10. Must be declared 2 weeks prior to defense AND by this date Defense Report – November 27—Committee Chair: Last day to hold defense
* Thesis Deposit - December 4
* Degree Conferral Date—December 15

## Spring 2024

* Application for degree on MYUI —February 23
* Declare thesis defense date—March 5. Must be declared 2 weeks prior to defense AND by this date
* Defense Report— April 16 —Committee Chair: Last day to hold defense
* Thesis Deposit - April 23
* Degree Conferral Date - May 10

# Ph.D. Graduation Semester Student Checklist

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| --- | --- | --- |
| **√** | **What do I do?** | **Where do I find it?** |
|  | Enroll during your graduation semester. GRAD:6003 Doctoral Final Registration could be used if all coursework/thesis hours are satisfied. Registration in a course for which tuition and fees are not assessed will not satisfy this requirement. | [MyUI](https://myui.uiowa.edu/my-ui/home.page) |
|  | Application for Graduate College Degree: Degree applications for all students are available on [MyUI.](https://myui.uiowa.edu/) Be sure to complete this by the deadline for the session in which your degree will be conferred. (see procedures and deadlines document). College of Education department is the degree major. Specific program is a subtrack. | [MyUI](https://myui.uiowa.edu/my-ui/home.page) |
|  | Review your approved Graduate College Plan of Study or Degree Audit (connect with your department or Anne Sparks to confirm which tool to use). For the Plan of Study, all work in the “Additional required courses” section must be complete or a Change in Plan of Study must be approved. **\*Starting Fall 2023, Degree Audits will take the place of Plan of Study forms for the following Education Policy & Leadership Studies programs: HESA – MA; EdD:** [**https://registrar.uiowa.edu/degree-audits**](https://registrar.uiowa.edu/degree-audits) | Look in comp result email for approved Plan of Study, if applicable. Contact Student Services for Change in Plan |
|  | Complete the [Information for Final Exam Request form. (Note:](https://education.uiowa.edu/sites/education.uiowa.edu/files/documents/services/oss/finalexm.pdf) [if you](https://education.uiowa.edu/sites/education.uiowa.edu/files/documents/services/oss/finalexm.pdf) sit for your final examination prior to the session in which your degree is conferred, the above-mentioned forms must be filed before your final examination occurs.) | <https://workflow.uiowa.edu/entry/new/2485>  (click or copy URL into your browser) |
|  | Successfully complete your final examination (thesis defense). Report of Final Examination (thesis defense) will be provided to your committee chair (via DocuSign) and must be returned by the deadline for the semester. | Student Services provides to Committee Chair |
|  | Make all revisions (committee) to your thesis and upload (deposit) the manuscript to ProQuest by the thesis deposit [deadline](https://education.uiowa.edu/office-student-services/graduate-exams/graduate-exams-procedures-and-deadlines) in your graduation session. | [https://www.grad.uiowa.edu/aca](https://www.grad.uiowa.edu/academics/thesis-and-dissertation/submitting-fees-copies) [demics/thesis-and-](https://www.grad.uiowa.edu/academics/thesis-and-dissertation/submitting-fees-copies) [dissertation/submitting-fees-](https://www.grad.uiowa.edu/academics/thesis-and-dissertation/submitting-fees-copies) [copies](https://www.grad.uiowa.edu/academics/thesis-and-dissertation/submitting-fees-copies) |
|  | Report of Thesis Approval – Will be circulated via workflow to your committee when your deposit is made |  |
|  | At the time of deposit, submit a letter of support from your advisor if you wish to embargo your thesis. | [https://www.grad.uiowa.edu/site](https://www.grad.uiowa.edu/sites/gc/files/Embargo%20Sample%20Letter.pdf) [s/gc/files/Embargo%20Sample](https://www.grad.uiowa.edu/sites/gc/files/Embargo%20Sample%20Letter.pdf)  [%20Letter.pdf](https://www.grad.uiowa.edu/sites/gc/files/Embargo%20Sample%20Letter.pdf) |
|  | Doctoral candidates, complete the Graduate College Exit Survey and the [Survey of Earned Doctorates](https://sed.norc.org/showRegister.do) . | ProQuest |
|  | Carefully review the confirmation information sent by the Office of the Registrar that describes all commencement activities. | Email from Registrar. Download Graduation app: <https://guidebook.com/g/uigrad/> |
|  | If necessary, update your residing address information on MyUI so that you may receive your diploma after you leave campus. Diplomas are mailed by the Office of the Registrar approximately six weeks after each graduation date. | [https://myui.uiowa.edu](https://myui.uiowa.edu/) |
|  | Complete the Graduate College PhD Exit Survey. | Email from Graduate College |
|  | Complete an [online exit counseling session](https://financialaid.uiowa.edu/types/loans/counseling) if you have borrowed through the Federal Direct Stafford Loan Program. | [https://studentloans.gov/myDire](https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit) [ctLoan/counselingInstructions.a](https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit) [ction?counselingType=exit](https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=exit) |
|  | Check with the UI Billing Office to make sure that all of your financial obligations have been cleared. Your final transcript and/or your diploma may not be released to you if you have an outstanding balance. | 319 335-0071 |
|  | Keep in touch with the Office of Student Services regarding your job search and employment. | [Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu) |
|  | After Graduation resource availability | ITS – How Long Do Accounts Remain Active [https://its.uiowa.edu/support/arti](https://its.uiowa.edu/support/article/106201) [cle/106201](https://its.uiowa.edu/support/article/106201)  Office 365 Access After You Leave the UI [https://its.uiowa.edu/support/arti](https://its.uiowa.edu/support/article/2452) [cle/2452](https://its.uiowa.edu/support/article/2452) |