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

[Introduction 1](#_bookmark0)

[Contact Information 1](#_bookmark1)

Important Details………………………………………………………………………………………………………..1

[Deadlines](#_bookmark2) 2

[Summer 2024](#_bookmark3) 2

[Fall 2024](#_bookmark4) 2

[Spring 2025.](#_bookmark5) 2

[Ph.D. Graduation Semester Student Checklist](#_bookmark6) 3

# 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). 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).

**Important details:**

* Final Exam (thesis/dissertation defense) applications must be submitted at least 2 weeks prior to the exam date AND by the deadlines listed.
* Any updates/changes to the final exam must be submitted to Becca Stai ([Rebecca-stai@uiowa.edu](mailto:Rebecca-stai@uiowa.edu)) at least 2 weeks prior to the exam date.

**Deadlines**

**Summer 2024**

* **June 7**
  + Application for degree via MyUI
* **June 11**
  + Submit [thesis/dissertation defense application](https://workflow.uiowa.edu/entry/new/4244)
* **July 16**
  + Defense Report (Exam Report)
    - Last day to hold defense AND for committee to submit exam report
* **July 23**
  + Single Thesis Deposit (5pm Central Time)
* **August 2**
  + Degree Conferral Date

## **Fall 2024**

* **October 4**
  + Application for degree via MyUI
* **October 15**
  + Submit [thesis/dissertation defense application](https://workflow.uiowa.edu/entry/new/4244)
* **December 2**
  + Defense Report (Exam Report)
    - Last day to hold defense AND for committee to submit exam report
* **December 9**
  + Single Thesis Deposit (5pm Central Time)
* **December 20**
  + Degree Conferral Date

## **Spring 2025 (dates subject to change)**

* **February 28**
  + Application for degree via MyUI
* **March 11**
  + Submit [thesis/dissertation defense application](https://workflow.uiowa.edu/entry/new/4244)
* **April 22**
  + Defense Report (Exam Report)
    - Last day to hold defense AND for committee to submit exam report
* **April 29**
  + Single Thesis Deposit (5pm Central Time)
* **May 16**
  + Degree Conferral Date

# 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 2024, Degree Audits will take the place of Plan of Study forms for the following EPLS programs: 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](https://workflow.uiowa.edu/entry/new/4244) form. (Note: [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.)  \*Submit this request form at least 2 weeks prior to the exam date. | [**https://workflow.uiowa.edu/entry/new/4244**](https://workflow.uiowa.edu/entry/new/4244)  (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 (via Workflow) and must be returned within 2 days of the final exam AND by the deadline for the semester. | Graduate College provides Exam Report to Committee. Must be submitted within 2 days of final exam AND by the semester deadline. |
|  | Make all revisions to your thesis and upload (deposit) the manuscript to ProQuest by the thesis deposit [deadline](https://grad.uiowa.edu/academics/thesis-and-dissertation) in your graduation session. | <https://grad.uiowa.edu/academics/thesis-and-dissertation>  Contact Erin Kaufman ([erin-kaufman@uiowa.edu](mailto:erin-kaufman@uiowa.edu)) for manuscript questions |
|  | 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://grad.uiowa.edu/academics/thesis-and-dissertation/public-accessibility-your-work> |
|  | 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. May have to download an app. |
|  | 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) |