

## Ph.D./Ed.D./DNP Checklist

**Please use the checklist below for a timely submission of requirements.**  
**Forms can be found at [https://gradcollege.tamucc.edu/contact\\_us/forms.html](https://gradcollege.tamucc.edu/contact_us/forms.html)**  
**Important dates: [https://gradcollege.tamucc.edu/current\\_students/doctoral\\_dates.html](https://gradcollege.tamucc.edu/current_students/doctoral_dates.html)**

		EHD	S&E	NHS
<input type="checkbox"/>	<b>Form A</b> – Degree Plan (signed)	*	*	*
<input type="checkbox"/>	<b>Form B</b> – Comprehensive Examination and Advancement to Candidacy Report	*	*	N/A
<input type="checkbox"/>	<b>Form C</b> – Doctoral Dissertation/Project Advisory Committee Appointment	*	*	*
<input type="checkbox"/>	<b>Form D</b> – Doctoral Dissertation/Project Proposal Hearing Request Form	2 weeks prior to anticipated proposal date		
<input type="checkbox"/>	<b>Form E</b> – Agreement to schedule the Dissertation/Project Defense & Final Examination <i>The dissertation/project must be submitted to committee at least two weeks prior to defense.</i>	8 weeks prior to graduation		
<input type="checkbox"/>	<b>Form F</b> – Dissertation/Project Defense and Written Dissertation Report	4 weeks prior to graduation	3 weeks prior to graduation	
<input type="checkbox"/>	<b>Form G</b> – Graduate Faculty Representative Report (circulated and monitored by CGS)	N/A		
<input type="checkbox"/>	<b>Form H</b> – Doctoral/Dissertation Committee Member Change Request	As Needed		
<input type="checkbox"/>	<b>Form I</b> – Graduate Degree Plan Exceptions Form	As Needed		
<input type="checkbox"/>	<b>Form J</b> – Graduate Degree Plan Revalidation Request	As Needed		
<input type="checkbox"/>	<b>Form K</b> – Request for a Leave of Absence	As Needed		
<input type="checkbox"/>	<b>Final Version of Dissertation/Project Submitted to ProQuest</b> <a href="https://www.etdadmin.com/main/home?siteId=246">https://www.etdadmin.com/main/home?siteId=246</a> <b>Note:</b> Title Page, Committee Member Page, and Copyright Page templates can be found online at <a href="https://www.etdadmin.com/main/home?siteId=246">https://www.etdadmin.com/main/home?siteId=246</a>	4 weeks prior to graduation	3 weeks prior to graduation	
<input type="checkbox"/>	<b>Survey of Earned Doctorates:</b> <a href="https://sed-nces.org/login.aspx">https://sed-nces.org/login.aspx</a> Email a copy of the completion certificate to <a href="mailto:gradcollege@tamucc.edu">gradcollege@tamucc.edu</a>	4 weeks prior to graduation		
<input type="checkbox"/>	<b>Dissertation Service Charge:</b> <a href="https://gradcollege.tamucc.edu/current_students/doctoral_students.html">https://gradcollege.tamucc.edu/current_students/doctoral_students.html</a>	4 weeks prior to graduation		

*\*Requirements may vary depending on the program. Check program and academic college requirements.*

Amended 01/20/2022