

# DOCTORAL CANDIDATE CHECK SHEET FOR GRADUATION

## (PhD Degrees Only)

### Ensuring a Problem-Free Path to Receipt of the Degree

This check sheet is designed to assist you as you prepare to graduate from UB. As a candidate, you are potentially nearing the completion of your degree program. The following list of items will hopefully aid you in remembering the steps you must take to ensure a smooth path to graduation. It is your responsibility to check with The Graduate School (645-2939, [gradschl@buffalo.edu](mailto:gradschl@buffalo.edu), [www.grad.buffalo.edu](http://www.grad.buffalo.edu)) to ensure that all requirements are fulfilled and that all necessary paperwork has been properly completed and filed in a timely fashion.

### Continuous Registration Requirement

Be sure you fulfill the continuous registration requirement by registering in each successive fall and spring semester during your studies, including the semester immediately prior to degree conferral. For example, fall registration is required for a Feb. 1 conferral, spring registration is required for a June 1 conferral and spring or summer registration is required for a Sept. 1 conferral. You may not be on a leave of absence from UB during the semester prior to degree conferral. For example, you may not be on a leave that would end in May if you expect to graduate on June 1.

### Important Deadlines

For Degree Conferral On	June 1, 2008	September 1, 2008	February 1, 2009
All required materials must be received in the Graduate School by	Friday, May 9, 2008	Friday, August 22, 2008	Friday, January 9, 2009

### Check-sheet for Graduation

- Are you maintaining continuous registration
- Have you updated your anticipated conferral date with our office (if it does not match the one indicated on your application to candidacy) one month prior to the conferral date by which you anticipate completion
- Have you completed (or have you nearly completed) the minimum required credit hours beyond the baccalaureate level - 72 credits for *most* programs
- Have you successfully completed any additional departmental programmatic requirements (e.g. internship)
- Have you cleared up any financial obligations
- Have you updated your diploma mailing address either at the Student Response Center in person or on line through the MYUB webportal: <http://myub.buffalo.edu/>
- Have you addressed any incomplete courses, ensuring ample time (two weeks is recommended) for your professor to grade any incomplete courses in a timely manner
- Have you passed your oral defense-of-dissertation examination
- Has the department submitted (on your behalf) an M-Form to The Graduate School
- Have you submitted your dissertation electronically through the Graduate School Electronic Thesis and Dissertation Submission Website: <http://www.grad.buffalo.edu/etd/index.php>
- Have you completed and submitted the “Survey of Earned Doctorates Form” and the “Publishing/Copyright Billing Form” indicating method and amount of payment (These two forms are available under the current students section of our web site at: <http://www.grad.buffalo.edu/etd/index.php> )

