



CHECKLIST FOR DEFENSE & GRADUATION

Refer to RSMAS Student Handbook for additional information

PRE DEFENSE				
	MILESTONE	REQUIREMENT	DEADLINE	√
1	Academic Plan – Part I	<ol style="list-style-type: none"> Review with Program Director Program Director Signature Submit to GSO 	End of 1 st Semester	
2	Comprehensive Exam	<ol style="list-style-type: none"> Administered by Program Committee Chair Signature Program Director Signature Submit to GSO 	Refer to Program Handbook	
3	Appointment to Student's Committee	<ol style="list-style-type: none"> Committee Members' Approval Program Director Signature Submit to GSO 	Refer to Program Handbook	
4	Thesis/Dissertation Proposal	<ol style="list-style-type: none"> Committee Members' Approval Program Director Signature Submit to GSO w/ copy of proposal 	Refer to Program Handbook	
5	PhD Students Only Qualifying Exam	<ol style="list-style-type: none"> Administered by Program Committee Chair Signature Program Director Signature Submit to GSO 	Refer to Program Handbook	
6	PhD Students Only Admission to Candidacy	<ol style="list-style-type: none"> Review with Committee Chair & Program Director Program Director Signature Submit to GSO 	Refer to Program Handbook Must be approved by the Graduate School at least one semester before graduation.	
7	Electronic Thesis & Dissertation (ETD)	<ol style="list-style-type: none"> Review Defense & Submission Deadlines Download and Review: <ul style="list-style-type: none"> ETD Process Formatting Guidelines Download Signature Page Template Email draft to Graduate School for approval: grad.dissertation@miami.edu 	http://grad.miami.edu/electronic-thesis-and-dissertation/index.html ETD Process Signature page should be approved by Graduate School <u>prior to defense.</u>	
8	Academic Plan – Part II	<ol style="list-style-type: none"> Pre-Clearance Meeting with GSO Email: ksantana@rsmas.miami.edu Review with Program Director Program Director Signature Submit to GSO 	At least 1 Semester Prior to Graduation	
DEFENSE				
	MILESTONE	REQUIREMENT	DEADLINE	√
9	Completed Thesis/ Dissertation	Submit to Committee Members for Review	28 Days Prior to Defense	

10	Announcement of Defense	<ol style="list-style-type: none"> 1. Committee Members' Approval 2. Program Director Signature 3. Submit to GSO w/ Salary Payroll End Date 	14 Days Prior to Defense	
11	Salary Payroll End Date	<ol style="list-style-type: none"> 1. Advisor Signature 2. Submit to GSO w/ Announcement of Defense 	14 Days Prior to Defense	
12	Completion of Defense	<ol style="list-style-type: none"> 1. Committee Members' Signatures 2. Committee Chair submits to GSO w/ Defense Rubric 	After Defense	
13	Defense Rubric	<ol style="list-style-type: none"> 1. Completed by Committee Chair 2. Committee Chair submits to GSO w/ Completion of Defense 	After Defense	

POST DEFENSE

	MILESTONE	REQUIREMENT	DEADLINE	√
14	RSMAS Certificate of Approval	<ol style="list-style-type: none"> 1. Committee Members' Signatures 2. Associate Dean's Signature 3. Submit to GSO w/ ETD Approval Email 4. GSO will submit to Graduate School on your behalf 		
15	Signature Page Original Signatures Required	<p>Signature page should be approved by Graduate School prior to defense.</p> <ol style="list-style-type: none"> 1. Committee Members' Signatures 2. Submit to GSO 3. GSO will submit to Graduate School on your behalf 	http://grad.miami.edu/electronic-thesis-and-dissertation/index.html Defense Day Essentials	
16	ETD Availability Agreement <i>Graduate School Form</i>	<ol style="list-style-type: none"> 1. Committee Chair Signature 2. Student Signature 3. Submit to GSO 4. GSO will submit to Graduate School on your behalf 	http://grad.miami.edu/electronic-thesis-and-dissertation/index.html Post-Defense Essentials	

GRADUATION

	MILESTONE	REQUIREMENT	DEADLINE	√
17	Application For Graduation	Complete online via CaneLink	Refer to Academic Calendar www.miami.edu/registrar	
18	PhD Students Only Pro-Quest/ UMI Publication Agreement Requirement	Complete online: http://www.etsadmin.com/miami	http://grad.miami.edu/electronic-thesis-and-dissertation/index.html Post-Defense Essentials	
19	PhD Students Only Survey of Earned Doctorates (SED)	<ol style="list-style-type: none"> 1. Complete online: https://sed-ncses.org 2. After completion, forward confirmation email to: grad.dissertation@miami.edu 	http://grad.miami.edu/electronic-thesis-and-dissertation/index.html Post-Defense Essentials	
20	PhD Students Only UM Exit Survey	Graduate School will send link via email at the time you receive the permission-to-upload.	http://grad.miami.edu/electronic-thesis-and-dissertation/index.html Post-Defense Essentials	
21	RSMAS Exit Survey	GSO will send link via email	Before the Last Day of Semester	
22	Clearance Form	<ol style="list-style-type: none"> 1. Departmental Signatures 2. Submit to GSO 	Before the Last Day of Semester	