



## Ph.D. STUDENT CHECK-LIST AUGUST 2018 GRADUATION

Ph.D. Office, 5057 Woodward, Room 6303, Detroit, MI 48202 | Phone: 313.577.2170 | [phdstudents@wayne.edu](mailto:phdstudents@wayne.edu)

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### BEFORE THE FINAL DEFENSE:

I can confirm via STARS that I have completed (or will complete by the end of the semester of my final defense) a minimum of 90 graduate credits – 60 in coursework, including a minimum of 30 credits taken at Wayne State University and 30 credits from 7000-level courses and above, and 30 candidacy credits (9991, 9992, 9993, 9994).

I can confirm via STARS that all my Y grades from previous semesters – with the exception of pre-candidacy (9990), candidacy (9991, 9992, 9993, 9994), and post-maintenance (9995) grades – have been changed to letter grades (If this is not the case, contact the instructor listed for the course with the Y grade.)

I registered for the semester of my final defense.

I applied for Graduation online at <https://academica.aws.wayne.edu/> (**Deadline:** Friday, June 8, 2018)

I completed the Dissertation Title & List of Previous Degrees Form online (**Deadline:** June 8, 2018) (<https://wayne.edu/gradschool/phd/dissertation-title/>)

I uploaded my dissertation manuscript for Format Check (**Deadline:** two weeks prior to my defense) (<http://www.etdadmin.com/cgi-bin/school?siteid=101>)

I submitted my Final Defense and Conflict of Interest forms, complete with ALL signatures (**Deadline:** two weeks prior to my defense) to the Ph.D. Office, 5057 Woodward Avenue, Suite 6303. **Last day to defend is Friday, July 27, 2018.**

I submitted the permissions form to permanently archive and disseminate my published thesis/dissertation with WSU Libraries (**Deadline:** two weeks prior to my defense). ([http://www.lib.wayne.edu/forms/etd\\_permissions.php](http://www.lib.wayne.edu/forms/etd_permissions.php))

### FOLLOWING THE FINAL DEFENSE: (**Completion Date:** Friday, August 10, 2018)

- I submitted one signed title page to the Ph.D. Office, 5057 Woodward Avenue, Suite 6303.
- I uploaded my final manuscript to the ProQuest/UMI website.
- I completed and submitted the Survey of Earned Doctorates. You must first register and then complete the survey. (<https://sed-ncses.org/>)
- I completed my Ph.D. Exit Survey online (<https://forms.wayne.edu/51f66bfc0c03e>)