



LEHIGH  
UNIVERSITY

---

## College of Arts and Sciences

### Graduation Checklist - Doctoral Program

**Please note: All forms must be completed and submitted to the Office of Research and Graduate Programs at [inasgrfm@lehigh.edu](mailto:inasgrfm@lehigh.edu) on or before the posted deadlines.**

- ❖ Follow this checklist closely to stay on track in your program and to help plan productive meetings with your advisor.
- ❖ After your first year of study, confer with your advisor regularly to make sure you are meeting all program requirements. If your advisor is not available, then meet with the graduate advisor.
  - 48 credits - post master's degree
  - 72 credits - post bachelor's degree
  - Refer to the [University catalog](#) for Ph.D. requirements
- ❖ Schedule general/comprehensive exam(s). This is the 1st step in your process for candidacy.
  - Check with your advisor to determine requirements and exam dates.
- ❖ Prior to or directly following the general exam, meet with your advisor to discuss your dissertation proposal and possible committee members.
  - Minimum committee = 1 external and 3 internal members
- ❖ Reference the [Thesis & Dissertation Guidelines](#) for dissertation format, style, and submission requirements.
- ❖ [Apply](#) for admission to candidacy. *You must be admitted to candidacy no less than 7 months before graduation.*
  - You must apply and complete your interview by the [posted deadlines](#).

- Attach these electronic documents to your candidacy application:
  - Dissertation Timeline
  - Dissertation Proposal
  - Current CV
  - [General Exam Form](#) (if applicable)
- ❖ After your candidacy paperwork is submitted, you will receive an appointment for your *mandatory* interview with the Associate Dean.
- ❖ If you are presenting your proposal to your committee, but are not yet ready to apply for candidacy, you may complete the [Candidacy Committee Approval form](#) to confirm who will make up your committee.
- ❖ Apply for your graduate degree in [Banner](#) and complete a [graduation application](#).
  - Fall term graduation - apply by October 1
  - Spring term graduation - apply by February 1
  - Summer term graduation - apply by July 1
- ❖ [Schedule an appointment](#) with Daniel Goonewardene in the Office of Research and Graduate Programs to review your dissertation draft.
  - This must be completed *at least 2 weeks prior to defending your dissertation*.
  - During this meeting, you will schedule your next, final draft meeting.
- ❖ Schedule an appointment with your advisor & committee for your Ph.D. dissertation defense. Must be completed in your home department, by the [posted deadline](#).
- ❖ Attend your final draft meeting. At least 24 hours before this meeting, upload all required final paperwork to [inasgrfm@lehigh.edu](mailto:inasgrfm@lehigh.edu) and upload your final dissertation to [ProQuest](#).
- ❖ Order appropriate [graduation regalia](#) (early March).
  - Check the [bookstore](#) for deadlines to get measured for regalia.

***Final Paperwork Required:***

- Title Page
- Abstract
- Signed Original [Signature Sheet](#) (via DocuSign)
- [Dissertation Processing Receipt](#)
- [Dissertation](#) (submitted online)
- [Open Access Permission Form](#)
- [Survey of Earned Doctorate](#) (copy of submission confirmation)

- ➔ [Next Destination Survey](#)
- ➔ Signed [Dissertation Exam Form](#)