

MILESTONES FOR COMPLETION OF THE DOCTORAL DEGREE IN ISE

- ☐ Check-in with the School of ISE and schedule an initial advising appointment with the ISE Graduate Liaison, Professor Allen, janet.allen@ou.edu.
 - After your advising appointment, you will need to enroll through [oZone](#)
 - You can review your advising notes in degree navigator (dn.ou.edu).
 - If you have any difficulty in enrolling please email the Graduate Programs Coordinator, Amy Piper (ajpiper@ou.edu), with your Name, Sooner ID Number, and the exact error that you are receiving when attempting to enroll.
 - As a Graduate Student YOU are expected to understand the degree requirements and to make sure that you meet all deadlines set by the School of ISE and the Graduate College. Failure to follow the set deadlines will result in delaying your graduation.
 - You must be familiar with the appropriate areas of the [Graduate College website](#) that pertain to you and your degree
 - All general graduate program requirements are found in the [Graduate College Bulletin](#)
 - A copy of all required documentation submitted to the Graduate College, must also be given to the School of ISE
- ☐ First semester of enrollment, seek an ISE faculty member that works in an area of research that interest you and see if they would be willing to be your academic advisor and research mentor for the remaining portion of your graduate program
- ☐ Submit your [Advisory Conference Report](#) form to the Graduate College no later than your fourth semester or second year.
- ☐ Submit the [Application for the General Exam](#) at least two weeks before any portion of the exam will be held. When your application is approved, the Graduate College will email the *Authority Report Form* for the General Examination to you and your committee. You are not authorized to begin the exam until you receive the *Authority Report Form*. Both the written and oral portions must be completed during the same semester
- ☐ Submit the completed *Authority Report Form* to the Graduate College within 72 hours of the oral portion of your exam
- ☐ Prior to initial enrollment in dissertation hours, your graduate liaison must request permission, in writing, from the Graduate College. Once you begin enrolling in dissertation hours, you must enroll in a minimum of two dissertation hours each fall and spring semester until all degree requirements are completed (Summer enrollment may be required under certain circumstances. Please see the "Enrollment Requirements for Research for the Doctoral Dissertation" section.)
- ☐ Now that you are in the beginning stages of writing the dissertation, review the [Dissertation Instruction Packet](#). This packet includes instructions for the format of the dissertation
- ☐ File the *Application for Graduation* with the Graduate College through [oZone](#)

Expected Completion	Deadline
Fall	October 1 st
Spring	March 1 st
Summer	July 1 st
- ☐ Prepare and distribute complete drafts of your dissertation to each doctoral committee member at least one month prior to the defense. If the draft is approved by your committee, arrange the time and place for your dissertation defense.
- ☐ Submit the online [Request for Degree Check](#) to the Graduate College at least four weeks prior to your defense date.
- ☐ Submit the [Request for Authority for Dissertation Defense](#) and IRB approval (if applicable) at least two weeks prior to your defense date. When your request for authority is approved, the Graduate College will email the *Authority Report Form* for the Dissertation Defense to you and your committee. You are not authorized to defend until you receive the *Authority Report Form*.
- ☐ Submit the completed *Authority Report Form* to the Graduate College within 72 hours following your defense.
- ☐ Contact IRB to inactivate your study (if applicable). Submit a copy of the inactivation memo to the Graduate College.
- ☐ Two (2) final copies of your dissertation, printed on white, 20- to 24 lb, 100 percent cotton paper, are due to the Graduate College within 60 calendar days of your defense. However, if you plan to graduate in a particular semester, you must meet the semester deposit deadline and you may not have a full 60 days. You must also submit one electronic copy of your dissertation to <http://www.etdadmin.com/cgi-bin/school?siteId=88> by the same deadline
- ☐ You must also submit a final bound copy of your thesis to the School of ISE and to each of your committee members.
- ☐ You must make an appointment at <https://iadvise.ou.edu/> to submit the final printed copies of your dissertation, the Entry Form for Dissertation Title, the Survey of Earned Doctorates, and the Graduate College Exit Survey to the Graduate College.
- ☐ **Congratulations!**