

## NOBTS Research Doctoral Program Graduation Checklist

*December 2007 and May 2008 Graduation*

- \_\_\_ 1. Submit 4 plain-paper copies of your dissertation to the Office of Research Doctoral Programs by the October 1 or March 3 deadline.
- \_\_\_ 2. Be sure you have the UMI Dissertation Services booklet *Publishing Your Dissertation: How to Prepare Your Manuscript for Publication*, which is available in the Office of Research Doctoral Programs.
- \_\_\_ 3. Complete the Dissertation Fee and Order Form and pay the dissertation and diploma fees of \$270 plus \$30 each for additional bound copies. The Th.M. degree requires an additional \$55 diploma fee. Make check payable to NOBTS and send to the Office of Research Doctoral Programs. The form must be submitted and fees paid before your dissertation will be forwarded to your guidance committee.
- \_\_\_ 4. A faculty dissertation reader (committee 3d member) will be assigned by the Associate Dean of Research Doctoral Programs after the above fees are paid. If you have requested an external reader, you will need to pay an additional \$250 upon submission of the dissertation. After you receive a letter from the ReDOC office regarding assignment of the faculty dissertation reader, contact your guidance committee chairperson to schedule the oral defense of the dissertation. Do not call your chairperson until you receive this letter.
- \_\_\_ 5. Secure a graduation application from the Office of Research Doctoral Programs or the ReDOC area of the seminary Web site. Forward the completed form to the ReDOC office with your dissertation by October 1 for December 2007 graduation or March 3 for May 2008 graduation. If you have not received the Th.M., you will need to complete the Th.M. graduation application, which also is available on the ReDOC area of the Web.
- \_\_\_ 6. Order your cap, robe, and hood from the campus bookstore (504-282-2626). Delivery of purchased items takes 8 weeks—so order immediately. Rental robes must be reserved by October 22 for December 2007 graduation or March 24 for May 2008 graduation.
- \_\_\_ 7. Submit the following items through your guidance committee chairperson to the Office of Research Doctoral Programs no later than 2 weeks before graduation:
  - \_\_\_ 4 final, corrected copies of your dissertation on white, 100% cotton paper (One of the copies will be returned to you bound.)
  - \_\_\_ Additional personal copies for binding on white, 100% cotton paper (if payment was made earlier—see #3 above)
  - \_\_\_ The completed, signed Doctoral Dissertation Agreement Form from the back of the UMI Dissertation Services booklet, including the copyright authorization
  - \_\_\_ Additional plain-paper copy of title page to accompany UMI form
  - \_\_\_ Additional plain-paper copy of abstract to accompany UMI form
  - \_\_\_ Exit survey (will be forwarded to you after successful dissertation defense)
- \_\_\_ 8. Check with the Business Office to be sure that all charges to your account are paid by the Wednesday before graduation.
- \_\_\_ 9. All doctoral graduates are required to complete the Earned Doctorate Survey and return it to the Registrar's Office. This survey will be mailed directly to you.
- \_\_\_ 10. Be sure that you have a current photo on file in the Public Relations Office.
- \_\_\_ 11. Remember to keep your address information current with the Alumni Office and the ReDOC Office so we can keep in touch!