

NOBTS Research Doctoral Program Graduation Checklist

December 2016 and May 2017 Graduation

- ___ 1. Submit 4 plain-paper copies of your dissertation to the Office of Research Doctoral Programs by the October 3 or March 1 deadline.
- ___ 2. Print and complete the ProQuest Doctoral Dissertation Agreement Form, which can be accessed from the ReDOC Program Materials Web page under the Dissertation heading.
- ___ 3. Complete the Dissertation Fee and Order Form and pay the dissertation and diploma fees of \$305 plus \$30 each for additional bound copies. The ThM 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 requested an external reader by the September 1 or February 1 deadline, you will need to pay an additional \$275 upon submission of the dissertation. After the ReDOC office notifies you regarding permission to defend and assignment of the third dissertation reader, contact your guidance committee chairperson to schedule the oral defense of the dissertation. Do not call your chairperson until you receive this notification.
- ___ 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 3 for December 2016 graduation or March 1 for May 2017 graduation. If you have not received the ThM degree, you also will need to complete the ThM graduation application, which is available on the ReDOC Program Materials page of the NOBTS Web site.
- ___ 6. Order your cap, robe, and hood from the campus LifeWay bookstore (504-282-2626). For December 2016 graduation, purchased robes must be ordered by October 15 and rental robes by November 19. For May 2017 graduation, the deadlines are March 10 for purchased robes and April 15 for rental robes.
- ___ 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%, 20lb. cotton paper (One of the copies will be returned to you bound.) **Follow the directions given in the Dissertation Processing Notebook on the Program Materials PhD Web page.**
 - ___ Additional personal copies for binding on white, 100%, 20lb. cotton paper (if payment was made earlier—see #3 above)
 - ___ The completed, signed Doctoral Dissertation Agreement Form (pp. 4-6) from the UMI Dissertation Services booklet, **including the copyright authorization (NOT optional)**
 - ___ Additional plain-paper copy of title page to accompany ProQuest form
 - ___ Additional plain-paper copy of abstract to accompany ProQuest form
 - ___ Exit survey (link will be forwarded to you after successful dissertation defense)
 - ___ Resume—template on Program Materials Web page (will be posted online if you wish)
- ___ 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 Survey of Earned Doctorates and return it to the Registrar's Office. This survey can be completed online.
- ___ 10. You must have a current photo and biographical information 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!