NOBTS Research Doctoral Program
Graduation Checklist
December 2021 and May 2022 Graduation

1. Submit 4 plain-paper copies of your dissertation to the Office of Research Doctoral Programs by the October 1 or March 1 deadline. **PRINT ON ONLY ONE SIDE OF THE PAPER. Center all page numbers.**

2. Complete the Dissertation and Graduation Fees Form and **pay fees to the Business Office**. Submit the form to the Office of Research Doctoral Programs with your dissertation copies. The form must be submitted and fees paid before your dissertation will be forwarded to your guidance committee.

3. A faculty dissertation reader (committee 3rd member) will be assigned by the Associate Dean of Research Doctoral Programs after your guidance committee grants approval for you to defend. If you requested an external reader by the September 1 or February 1 deadline, an additional $300 will be billed to your account. 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.**

4. By October 1 for December 2021 graduation or March 2 for May 2022 graduation, apply for graduation on the ThM or PhD Graduation Application link on the Program Materials page under the Graduation heading. If you have not received the ThM degree, you will need to select Master of Theology as well as Doctor of Philosophy. Your student account will be assessed a $85 diploma fee for each degree included on your graduation application at the time you submit your application online.

5. Order your cap, robe, and hood for December or May graduation through the link under Graduation on the Program Materials page.

6. After defense, submit a pdf of your corrected dissertation to your chair for approval. The ReDOC office must receive your approved document and confirmation of your chair's approval no later than 2 weeks before graduation. The ReDOC office will check your formatting, insert the signature page, and return the pdf to you with instructions for submitting it to ProQuest before graduation.

7. Check with the Business Office to be sure that all charges to your account are paid by the Wednesday before graduation.

8. Remember to keep your e-mail and mailing address information current with the Alumni Office and the ReDOC Office so we can keep in touch!