Timeline for Graduating Doctoral Students

At the beginning of the semester in which you expect to graduate:

- **Apply for graduation:**
  - February 1 (for spring graduation)
  - June 15 (for summer graduation)
  - October 1 (for fall graduation)

**Graduation forms and instructions**

- Read and familiarize yourself with Libra (the University’s online institutional repository)

- **Schedule & Announce Dissertation or Capstone Final Defense.**
  - Submit dissertation/capstone announcement form at least two weeks prior to defense date.
    - You may need to open in a different browser in order to use as a fillable form

  **Deadline for defense:**
  - April 1 (for spring graduation)
  - July 1 (for summer graduation)
  - November 15 (for fall graduation)

- **After a successful defense, submit** (click on links for templates of forms) Title Page and Dissertation/Capstone Approval Form (also known as signature page) to Office of Admissions (102 Ruffner Hall) by deadline:
  - April 28 (for spring graduation)
  - July 29 (for summer graduation)
  - December 1 (for fall graduation)

*Use templates on the title page and approval forms, but type in your specific information. We will post your title in SIS that will allow you to upload your dissertation into Libra within 48-hours. The title on your signature page and title pages must be absolutely correct and cannot be changed once you begin your Libra process. If your title changes after you gather your signatures, you will need to obtain signatures again. If you see that your title is not correct in Libra, or you have a change in title, please stop and contact us immediately.*

- **Upload Dissertation/Capstone to LIBRA** by the following deadlines:
Submit additional required paperwork to 102 Ruffner Hall by the following deadlines:

- May 1 (for spring graduation)
- August 1 (for summer graduation)
- December 3 (for fall graduation)

Complete Survey of Earned Doctorates online: [https://sed.norc.org/survey](https://sed.norc.org/survey)  
(I will receive an email once you have completed this)

- Record of Progress with all signatures
- IRB approval form (if applicable)

Important notes:

- It is imperative that the dissertation/capstone title you submit to us is correct. Once we upload the title into SIS, we will not be able to change it. Please be sure the title you see when you begin your Libra upload is the title you submitted to us. If not, please contact us immediately.

- Review the link to [Dissertation title recommendations](#)

- It’s important to view all the Libra information before you get to the final step of submission. Please don’t wait until the end to go over the process. If you have questions, please try to get them answered before the submission deadline.

- Please refer to the templates for the Title Page and Dissertation/Capstone Approval forms. You can type in your specific information and print off, but please use the format we have listed. These forms must be submitted by the deadline in order to graduate in that semester.

- Don’t forget to take your signature page (approval form) to your defense!