

Doctoral Degree Checklist for Graduation

This checklist is designed to assist you as you prepare to graduate with a PhD from UB. It is your responsibility to ensure that all requirements are met and that all necessary paperwork has been completed and filed in a timely manner. Contact the Graduate School at (716) 645-2939 or grad@buffalo.edu if you have any questions.

- ✓ **Submit a PhD Application to Candidacy (ATC)** (<http://grad.buffalo.edu/study/graduate/atc.html>) to the Graduate School by the appropriate deadline:
 - March 1st for June Conferral (Spring conferral)
 - July 1st for September Conferral (Summer conferral)
 - October 1st for February Conferral (Fall conferral)

Your ATC must be approved by the Graduate School for you to officially be a candidate for degree conferral. When your ATC is approved, you'll receive a letter from the Graduate School. If you believe your ATC was submitted but you did not receive a letter, contact the Graduate School ASAP @ (716) 645-2939.
- ✓ **Report any ATC changes to the Graduate School:** After your ATC has been submitted to the Graduate School, changes to your advisor, committee members, expected degree conferral date or future registration must be submitted to the Graduate School for approval through a Petition to Change Expected Conferral Date/Amend the ATC (<http://grad.buffalo.edu/content/dam/grad/study/pet-amend.pdf>).
- ✓ **You must be registered for at least 1 credit during the semester immediately preceding** your degree conferral date. i.e. fall semester registration is required for February conferral; spring semester registration is required for June conferral OR September conferral.
- ✓ **Complete the required number of credits:** Review your transcript and be sure you have completed the minimum number of credits required for your degree program.
- ✓ **Minimum GPA:** You must have a minimum 3.0 overall GPA in the courses/credits being applied toward your degree; your program may require a higher GPA.
- ✓ **No incompletes or missing grades:** be sure there are no incompletes (I/U's) on your record or missing grades for courses that are being applied to your degree program.

FINAL DEGREE CONFERRAL FORMS & REQUIREMENTS:

- 1) **M-form** (<http://grad.buffalo.edu/content/dam/grad/study/mform-thesis.pdf>). This form verifies that you have completed all departmental requirements for your degree, and that your dissertation has been defended and accepted in its final form by your major advisor and committee.
- 2) **Electronic submission of your dissertation** (<http://grad.buffalo.edu/study/graduate/etd.html>). Submit your dissertation to the Graduate School via the Electronic Thesis & Dissertation (ETD) Submission Site.
- 3) **Doctoral Degree Recipients Surveys** (<http://grad.buffalo.edu/study/graduate/survey.html>). Complete and submit both of the on-line surveys.

SUBMISSION DEADLINES:

Final conferral forms & requirements must be completed and submitted to the Graduate School by:

- **January 20, 2017 for February 1, 2017 degree conferral**
- **May 19, 2017 for June 1, 2017 degree conferral**
- **August 11, 2017 for September 1, 2017 degree conferral**