



MS/PhD DEGREE GRADUATION CHECKLIST

This checklist provides the necessary information for successful graduation.

Be sure that you are following the Deadlines for Graduation available on:

<https://cse.tcu.edu/academics/graduate-student-resources.php>

- Thesis/Dissertation Publishing fee has been posted to your student account and proof of payment has been submitted to the Associate Dean. (You will be notified when the fee has posted to your student account.)
- Thesis/Dissertation has been reviewed and approved by committee and by Dean
- Thesis/Dissertation signature page has been approved by all committee members (email approval is acceptable)
- Thesis/Dissertation grade report form has been filled out and signed by Major Professor and sent to the Dean's office by department representative
- Thesis/Dissertation has been uploaded in electronic form to UMI and to the TCU library (Details on the UMI uploading process as well as details on font embedding etc. can be found at: <http://www.lib.tcu.edu/submit-thesis-or-dissertation.asp>.)
- Survey of Earned Doctorates (SED) has been completed online (only for Ph.D. candidates). See: <https://cse.tcu.edu/current-graduate-students/>

All processes and payments are completed online and no paper need be delivered to the Dean's Office,