

CHECK LIST FOR DOCTORAL DEGREE (Ph.D. and Ed.D.)
GRADUATE SCHOOL - UNIVERSITY OF MASSACHUSETTS AMHERST

Graduate Student Service Center
534 Goodell Building, Amherst, MA 01003
Phone: (413) 545-0722
Email: degreq@grad.umass.edu
Website: www.umass.edu/gradschool

DEADLINES:

February 1, 2018 degree - December 15, 2017 (*December 1, 2017**)
May 11, 2018 degree - April 11, 2018 (*March 28, 2018**)
September 1, 2018 degree - August 31, 2018 (*August 17, 2018**)

ALL STUDENTS ARE REQUIRED TO SUBMIT THE FOLLOWING MATERIALS BY THE DEGREE DEADLINE:

- Final Oral Examination completed - please note that the Graduate School must have the *announcement* of your final oral exam one month before the defense. See the [Checklist for Doctoral Oral Examinations](#) for details.
- *[Doctoral Degree Eligibility Form](#) must be completed and submitted to the academic department **two weeks prior to the degree deadline** to allow for departmental review. The student, department graduate program director, and department head/chairman must sign the Eligibility Form.
- Dissertation electronically filed with ScholarWorks@UMass Amherst - for further details about this process, please see the [Electronic Dissertation Process](#) on our website.
- Signature page – one signature page with original signatures must be submitted to the Graduate Student Service Center. An unsigned signature page should also be included after the copyright page in the electronic copy of your dissertation.
- [Survey of Earned Doctorates](#) – this online survey must be completed and submitted by the deadline.
- [Copyright registration](#) (optional) - register your copyright with the Library of Congress Copyright Office.

ADDITIONAL REQUIREMENTS TO BE MET BEFORE BEING CLEARED FOR GRADUATION:

- You must be an active student.
- All requirements on the [Checklist for Doctoral Oral Examinations](#) must have been met before the Final Oral Exam is scheduled.
- Your Final Oral Exam must be passed by the posted deadline and a memo stating that the exam was passed and the date on which it was passed must be signed by your graduate program director and filed with the Graduate Student Service Center.
- No holds can be on your record.
- Bursar fees must be paid. Any outstanding Bursar fees must be paid directly to the Bursar.