



CHECKLIST FOR DEFENSE & GRADUATION

MILESTONE		REQUIREMENT	DEADLINE	
1	Academic Plan – Part I <i>Rosenstiel Form</i>	1. Review with Program Director 2. Program Director Signature 3. Submit form to GSO	End of 1 st Semester	
2	Comprehensive Exam <i>Rosenstiel Form</i>	1. Committee Chair Signature 2. Program Director Signature 3. Submit form to GSO	Refer to Program Handbook	
3	Appointment to Student's Committee <i>Rosenstiel Form</i>	1. Committee Members' Approval 2. Program Director Signature 3. Submit form to GSO	Refer to Program Handbook	
4	Thesis/Dissertation Proposal & Rubric <i>Rosenstiel Form</i>	1. Committee Members' Approval 2. Program Director Signature 3. Submit forms to GSO, and email proposal PDF: gso@earth.miami.edu	Refer to Program Handbook	
5	PhD Students Qualifying Exam <i>Rosenstiel Form</i>	1. Committee Chair Signature 2. Program Director Signature 3. Submit form to GSO	Refer to Program Handbook	
6	PhD Students Admission to Candidacy Graduate School Online Form	1. Committee Chair Approval 2. Program Director Approval 3. Graduate School Approval 4. Email PDF after final approval from Graduate School: gso@earth.miami.edu	Refer to Program Handbook <i>Per the Graduate School Student Handbook: The student must be admitted to candidacy before the defense of dissertation is scheduled. No student may receive the degree in the same semester in which he or she is admitted to candidacy.</i>	
7	Review the Graduate School Electronic Thesis & Dissertation (ETD) Process: www.grad.miami.edu/electronic-thesis-and-dissertation 1. Check Defense & ETD Submission Deadlines for desired graduation date 2. Download the Graduate School guides for future reference: • The ETD Process • ETD Formatting & PDF Conversion Guidelines			
8	Academic Plan – Part II <i>Rosenstiel Form</i>	1. Pre-Clearance Meeting with GSO Email to schedule: gso@earth.miami.edu 2. Review with Program Director 3. Program Director Signature 4. Submit form to GSO	At least 1 Semester Prior to Graduation	
DEFENSE				
MILESTONE		REQUIREMENT	DEADLINE	
9	<i>Submit completed manuscript to committee for review</i>		28 Days Prior to Defense Day	
10	Announcement of Defense <i>Rosenstiel Form</i>	1. Committee Members' Approval 2. Program Director Signature 3. Submit to GSO w/ Salary Payroll End Date	14 Days Prior to Defense Day	
	*Defense Notice Graduate School Online Form	1. Advisor Approval 2. Graduate School Approval	<i>*This form is used for the Graduate School website.</i>	
11	Salary Payroll End Date <i>Rosenstiel Form</i>	1. Advisor Signature 2. Submit to GSO w/ Announcement of Defense	14 Days Prior to Defense Day	

12	Completion of Defense <i>Rosenstiel Form</i>	1. Committee Members' Signatures 2. Committee Chair submits form to GSO with Defense Rubric	Defense Day
13	Defense Rubric <i>Rosenstiel Form</i> *1 copy*	1. Completed by Committee Chair after consultation with Committee Members 2. Committee Chair submits form to GSO with Completion of Defense	Defense Day

POST DEFENSE

MILESTONE	REQUIREMENT	DEADLINE
14	Certificate of Defense Approval Graduate School Online Form	Refer to ETD Deadlines Post-Defense Essentials: https://grad.miami.edu/electronic-thesis-and-dissertation/post-defense-essentials/index.html
15	ETD Content Approval Form Graduate School Online Form	
16	ETD Availability Agreement Graduate School Online Form	
17	Forward permission-to-upload email from Graduate School to gso@earth.miami.edu then upload approved PDF manuscript to the UM Scholarly Repository (detailed instructions provided in email).	

Additional Graduate School Requirements for PhD Students

18	Survey of Earned Doctorates (SED)	1. Complete online: https://sed-ncses.org 2. Forward confirmation email to: grad.dissertation@miami.edu
	UM Exit Survey	Graduate School will send link in a separate email.

GRADUATION

MILESTONE	REQUIREMENT	DEADLINE
19	Complete graduation application online via CaneLink	Refer to Academic Calendar
20	Rosenstiel Exit Survey	GSO will send link via email Before the Last Day of Semester
21	Clearance Form <i>Rosenstiel Form</i>	1. Departmental Signatures 2. Submit form to GSO Before the Last Day of Semester

All completed forms should be submitted to the Rosenstiel Graduate Studies Office (GSO): gso@earth.miami.edu. Please ensure all approvals from the committee and Program Director have been collected prior to submitting the form to GSO for processing. Forms missing approvals will be considered incomplete.