

# Graduate School Checklist (Doctoral)

## -Newly Admitted (before the beginning of the first term)

- Respond to offer of admission
- Clear any medical holds <http://medproctor.com/> (334) 844-4416
- Obtain student ID card AU Student Center Room 1330, 255 Heisman Drive (334) 844-4507
- Attend [Orientation](#)

## -Getting Started (your first term on campus)

- Register for classes
- Check [academic calendar](#) for deadlines
- Contact Amelia Pendleton [hangame@auburn.edu](mailto:hangame@auburn.edu) 106 Greene Hall (334) 844-3700
- Being selecting your [advisory committee](#)

## -Making Progress (after your first term)

- Register each term
- Check [academic calendar](#) for deadlines
- Submit your approved [plan of study](#)
- Complete required course work
- Submit application for General Oral Exam (Form A)
- Complete comprehensive exams
- Draft Dissertation Proposal (if required)
- Defend Dissertation Proposal (if required)

## -Making Progress (after Admission to Candidacy)

- Write the Dissertation (Follow Guidelines of ETD Guide)

## -Nearing Completion (one term before you graduate)

- Register
- Check [academic calendar](#) for deadlines
- Submit plan of study (required)
- Submit graduation application from [AU Access](#), My Academics, Grad Application

## -Graduating (the term you plan to graduate)

- Register (one hour minimum)
- Check [academic calendar](#) for deadlines
- Clear all incomplete grades and/or holds
- Submit "[First Submission Approval Form](#)" to the Graduate School

## -Graduating (the term you plan to graduate) cont.

- Submit PDF of your dissertation to [doctoral@auburn.edu](mailto:doctoral@auburn.edu) for Format Check
- Complete your final oral exam
- Submit [Electronic Thesis/Dissertation Final Approval Form](#) to the Graduate School
- Submit Dissertation on [AUETD](#) and Survey of Earned Doctorate (SED)