# "The Big Picture" Graduation To-Do List

☐ **Write thesis**

☐ **Have at least one 1ˢᵗ-authored paper at least <u>submitted</u> for publication** *(required of PhD students who first enrolled prior to Summer 2014)*

☐ **Have at least one 1ˢᵗ-authored paper <u>accepted</u> for publication** *(required of PhD students who first enrolled Fall 2014 and thereafter)*

☐ **Complete both GSBS and Program required courses and any other requirements**

☐ **If you haven't already done so, set up an ORCID account and enter your ORCID iD in myGSBS. Check with Brenda Gaughan if you have questions about this.**

☐ **Schedule defense and give your committee a draft of your thesis**

☐ **Send the following documents to [gsbs.gradteam@uth.tmc.edu](mailto:gsbs.gradteam@uth.tmc.edu) 2 weeks before defense:**

   ☐ **Signed Request for Defense form**

   ☐ **PDF of thesis draft**

   ☐ **"Stripped down" Word version of thesis for Turnitin check**

   ☐ **Word version of thesis abstract**

   ☐ **PDF of your current CV, including publications, presentations and awards**

☐ **Watch for an email from Bunny Perez who will send you various exit documents when your request for defense has been approved**

☐ **Defend thesis**

☐ **Have an exit interview with Brenda Gaughan if you're a PhD student or Kelly Moore if you're an MS student** *[before or after defense)*

☐ **Meet with Dr. Cherilynn Shadding, Associate Dean of Diversity, Career Development and Alumni Affairs** *[before or after defense]*

☐ **Apply for graduation through myUTH - pay $100 grad fee** *(before or during final term – don't wait until the last minute…it can take a few days for the fee to appear on your record!)*

☐ **Make any necessary corrections to thesis**

☐ **Complete exit forms**

☐ **Submit exit forms and final thesis to Bunny Perez**

☐ **Upload thesis to Digital Commons**