

“The Big Picture” Graduation Checklist

- Write thesis**
- Have at least one 1st-authored paper at least submitted for publication** (*required of PhD students who first enrolled Fall 2008 through Summer 2014*)
- 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 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**
- Defend thesis**
- Pick up exit forms from Bunny Perez** (*before or after defense*)
- Have an exit interview with Brenda Gaughan** (*before or after defense*)
- Apply for graduation through myUTH and pay \$75 graduation fee** (*before or during final term*)
- Make any necessary corrections to thesis**
- Complete exit forms**
- Submit exit forms and final thesis to Bunny Perez**
- Upload thesis to Digital Commons**