

College of Nursing PhD Graduation Deadline Process:

Step 1 _____ Committee receives your final draft of your dissertation. (Step 3 may take longer if any committee member feels you are not ready to defend - a good reason to work with members along the way.)

Step 2 _____ Announcement of Dissertation – room arranged for two hours, A/V equipment ordered, conference call equipment available if needed, all committee members agree on date/time: When - 3 weeks before planned date.

Step 3 _____ Committee signs off on Dissertation Defense Notification that you are ready to defend: When - two weeks after each member receives your final draft and two weeks before your dissertation.

Step 4 _____ Dissertation defense

Step 5 _____ Revise dissertation with Committee's comments from defense and get their approval: When – try to do ASAP! (If you need entire committee's approval, this will take time)

Step 6 _____ Three final copies of your dissertation following all specifications of the These and Dissertation Guidelines brought to COGS office along with required forms (see below): When – 2 weeks before Commencement (or last day of semester exams for Summer or Fall semester graduations)

Step 7 _____ You're official! When - Commencement day (or last day of semester for Summer or Fall semester graduations)

Sample timeline for a May 20 graduation:

March 25 – Step 1

April 1 – Step 2

April 8 – Step 3

April 21 – Step 4

April 22 – May 5 – Step 5 – *these dates are up to you and your committee and are not exact; this depends on how quickly you can get your revisions done and approved by your committee, as well as final formatting completed of your 3 copies for COGS.*

May 6 – Step 6

May 20 – Step 7 – Congratulations!

Graduation Information and Forms

(<http://www.musc.edu/grad/CurrentStudentInfo/GradForms.htm>) where you'll complete the forms under "All students" and "PhD students." Bring these forms with your completed dissertation (**Step 5**) to the COGS office.