



# CHECKLIST FOR DEFENSE & GRADUATION

MILESTONE		REQUIREMENT	DEADLINE
1	<b>Academic Plan – Part I</b> <i>RSMAS Form</i>	1. Review with Program Director 2. Program Director Signature 3. Submit form to GSO	End of 1 <sup>st</sup> Semester
2	<b>Comprehensive Exam</b> <i>RSMAS Form</i>	1. Committee Chair Signature 2. Program Director Signature 3. Submit form to GSO	Refer to Program Handbook
3	<b>Appointment to Student's Committee</b> <i>RSMAS Form</i>	1. Committee Members' Approval 2. Program Director Signature 3. Submit form to GSO	Refer to Program Handbook
4	<b>Thesis/Dissertation Proposal &amp; Rubric</b> <i>RSMAS Form</i>	1. Committee Members' Approval 2. Program Director Signature 3. Submit forms to GSO, <b>and email proposal PDF: <a href="mailto:ksantana@rsmas.miami.edu">ksantana@rsmas.miami.edu</a></b>	Refer to Program Handbook
5	<b>PhD Students</b> <b>Qualifying Exam</b> <i>RSMAS Form</i>	1. Committee Chair Signature 2. Program Director Signature 3. Submit form to GSO	Refer to Program Handbook
6	<b>PhD Students</b> <b>Admission to Candidacy</b>  <a href="#">Graduate School Online Form</a>	1. Committee Chair Approval 2. Program Director Approval 3. Graduate School Approval 4. <b>Email PDF after final approval from Graduate School: <a href="mailto:ksantana@rsmas.miami.edu">ksantana@rsmas.miami.edu</a></b>	Refer to Program Handbook  <i>Per the <a href="#">Graduate School Student Handbook</a>: 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	<p><i>Review the Graduate School Electronic Thesis &amp; Dissertation (ETD) Process:</i> <a href="http://www.grad.miami.edu/electronic-thesis-and-dissertation">www.grad.miami.edu/electronic-thesis-and-dissertation</a></p> <ol style="list-style-type: none"> <li>1. Check <a href="#">Defense &amp; ETD Submission Deadlines</a> for desired graduation date</li> <li>2. Download the Graduate School guides for future reference: <ul style="list-style-type: none"> <li>• <a href="#">The ETD Process</a></li> <li>• <a href="#">ETD Formatting &amp; PDF Conversion Guidelines</a></li> </ul> </li> </ol>		
8	<b>Academic Plan – Part II</b> <i>RSMAS Form</i>	1. Pre-Clearance Meeting with GSO Email to schedule: <a href="mailto:ksantana@rsmas.miami.edu">ksantana@rsmas.miami.edu</a> 2. Review with Program Director 3. Program Director Signature 4. Submit form to GSO	At least 1 Semester Prior to Graduation
<b>DEFENSE</b>			
MILESTONE		REQUIREMENT	DEADLINE
9	<i>Submit completed manuscript to committee for review</i>		28 Days Prior to Defense Day
10	<b>Announcement of Defense</b> <i>RSMAS Form</i>	1. Committee Members' Approval 2. Program Director Signature 3. Submit form to GSO with <b>Salary Payroll End Date</b>	14 Days Prior to Defense Day
11	<b>Salary Payroll End Date</b> <i>RSMAS Form</i>	1. Advisor Signature 2. Submit form to GSO with <b>Announcement of Defense</b>	14 Days Prior to Defense Day

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

## POST DEFENSE

	MILESTONE	REQUIREMENT	DEADLINE
14	*Certificate of Defense Approval <a href="#">Graduate School Online Form</a>	1. Committee Members' Approval 2. Program Director Approval 3. Graduate School Approval 4. <b>Email PDF after final approval from Graduate School:</b> <a href="mailto:ksantana@rsmas.miami.edu">ksantana@rsmas.miami.edu</a>	Refer to <a href="#">ETD Deadlines</a>  <b>Post-Defense Essentials:</b> <a href="https://grad.miami.edu/electronic-thesis-and-dissertation/post-defense-essentials/index.html">https://grad.miami.edu/electronic-thesis-and-dissertation/post-defense-essentials/index.html</a>
15	*ETD Content Approval Form <a href="#">Graduate School Online Form</a>	1. Committee Members' Approval 2. Program Director Approval 3. Graduate School Approval 4. <b>Email PDF after final approval from Graduate School:</b> <a href="mailto:ksantana@rsmas.miami.edu">ksantana@rsmas.miami.edu</a>	
16	*ETD Availability Agreement <a href="#">Graduate School Online Form</a>	1. Committee Chair Approval 2. Graduate School Approval 3. <b>Email PDF after final approval from Graduate School:</b> <a href="mailto:ksantana@rsmas.miami.edu">ksantana@rsmas.miami.edu</a>	
17	Forward permission-to-upload email from Graduate School to <a href="mailto:ksantana@rsmas.miami.edu">ksantana@rsmas.miami.edu</a> then upload approved PDF manuscript to the UM Scholarly Repository (detailed instructions provided in email).		

### Additional Graduate School Requirements for PhD Students

18	<b>Survey of Earned Doctorates (SED)</b>	1. Complete online: <a href="https://sed-ncses.org">https://sed-ncses.org</a> 2. Forward confirmation email to: <a href="mailto:grad.dissertation@miami.edu">grad.dissertation@miami.edu</a>	
	<b>ProQuest/UMI Publication Agreement</b> <i>This is similar to ETD Availability Agreement.</i>	1. Complete online: <a href="http://www.etdadmin.com/miami">www.etdadmin.com/miami</a> <b>**ProQuest is optional as of April 2020</b>	
	<i>Upload approved PDF manuscript to ProQuest/UMI Dissertation Publishing (doctoral students are required to publish their manuscript with a second outlet).</i>		
	<b>UM Exit Survey</b>	Graduate School will send link in a separate email	

## GRADUATION

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