Steps for Graduating as a Doctoral Student (post-candidacy exam)

-kindly drafted and provided by Sandra Hnat, DRE'2018, Mechanical

*1) Through CSU CampusNet, apply to graduate **one semester** before expected graduation date.*

- The Degree Audit on CampusNet will **not** be correct until the Program Director of your Department manually approves it. If the approved Plan of Study is followed, then the coursework requirement **will** be fulfilled.

2) Schedule a defense date with the committee

- To graduate during the intended semester, and/or participate in the commencement ceremony, the student must pass their defense **before** the end of the semester; the actual date is published by the college of graduate studies at the beginning of the semester.
- For enough time to revise the dissertation by the deadline, schedule the defense at least a few weeks before the end of the semester. ***Check with the College of Graduate Studies to verify the final deadline for submission to OhioLink and filing of all required paperwork.*** Make sure the defense is schedule so there is enough time to finish everything.
- The student should confirm with their committee when the dissertation itself is due. Two weeks before the defense date is generally acceptable.

Note: There are two documents regarding the Commencement Ceremony that the student may receive during the last semester.

1. *General Hooding Requirements:*

https://www.csuohio.edu/commencement/protocols-for-ceremony-for-doctoral-graduates

2. *A Form for Participating in the Commencement Ceremony.* The College of Graduate Students will send this to the student. If the student does not wish to participate in the ceremony, then there is no need to fill it out.

3) Write the dissertation following the template outlined by CSU

- The CSU Library has guidelines for the format of the thesis/dissertation. The formatting guidelines are strict. It may be referenced here: http://www.csuohio.edu/sites/csuohio.edu.graduate-studies/files/thesis-complete.pdf
- A Word Template may also be found here on the Library webpage: **Thesis/dissertation template file for Cleveland State University**
- The Library website can also be referenced for additional help and services: http://library.csuohio.edu/services/grad-services.html

- Some students may use LaTeX for their document. A PDF may be created using LaTeX. This template produced an acceptable format for the College of Graduate Studies: (attach template here or provide a link)
- While writing the thesis, it is best to check the formatting of both the document and the references ***as*** it is being written, ***not*** after the defense. This way, the student has more time to address the committee's suggestions for improvement instead of focusing on the formatting and proofreading.

4) Defend the dissertation

- At the defense, have ***two original*** forms. One is the Dissertation Signature Page. This is available on the doctoral program webpage and should be formatted to fit the student's requirements.

- Each committee member must also fill out a dissertation defense evaluation form. This is available on the doctoral program webpage.

  Either the student or their advisor must provide these forms to the committee.

5) After the defense

- Update the dissertation with committee suggestions. Check formatting and typos, etc.
- Send a copy of the final version (a Word Document) to the College of Graduate studies at this address: phddissertation@csuohio.edu
    - If using a LaTeX document, send a PDF along with: 1) a word count of the abstract and 2) the total number of characters in the title
    - If there are formatting issues, the College of Graduate Studies will inform the student of the required revisions. Then, resubmit until approval is obtained.
- Provide the College of Graduate Studies the ***two original*** committee signature forms obtained at the defense. They are located on the Third Floor of the Parker Hannifin building
- The Student should ask the College of Graduate Studies for a MEMO that outlines the following steps:
    - Asking the department to file a Notice of Completion Form
    - Paying a fee for uploading the thesis to OhioLink
    - Filling out an exit survey for doctoral students
    - Instructions on how to upload the dissertation to OhioLink
- The College of Graduate Studies will approve the OhioLink submission when all paperwork is completed