PhD Students Graduation Session – edited from the Graduate College Manual of Rules and Regulations.

- Enroll during your graduation semester. Registration in a course for which tuition and fees are not assessed will not satisfy this requirement. GRAD:6003 Doctoral Final Registration could be used if all coursework/thesis hours are satisfied.

- Complete an Application for Graduate College Degree: Degree applications for all students are available on ISIS. Log in with your ID and password and click on "Student Records" on the ISIS Quick Menu. Be sure to complete this by the deadline for the session in which your degree will be conferred.

- Review your Graduate College Plan of Study which would have been included with your comprehensive exam result. If you do not find a copy see staff in Student Services. All work in the “Additional required courses” section must be complete or a Change in Plan of Study must be approved. Complete the Information for Information for Request for Final Examination form. (Note: if you sit for your final examination prior to the session in which your degree is conferred, the above-mentioned forms must be filed before your final examination occurs.)

- Successfully complete your final examination (thesis defense). Your department must file your Report of Final Examination (thesis defense) with the Graduate College by the published deadline.

- Submit the first deposit of your thesis by the deadline in your graduation session.

- Make all revisions (Graduate College and committee) to your thesis and submit the final deposit to the Graduate College by the deadline in your graduation session.

- At the time of final deposit, submit a letter of support from your advisor if you wish to embargo your thesis.

- Doctoral candidates, complete the Graduate College Exit Survey and the Survey of Earned Doctorates (ProQuest).

- Carefully review the information sent by the Office of the Registrar that describes all commencement activities. This memo will be e-mailed to you approximately one month prior to graduation.

- If necessary, update your residing address information on ISIS so that you may receive your diploma after you leave campus. Diplomas are mailed by the Office of
the Registrar approximately six weeks after each graduation date.

- Complete an online exit counseling session if you have borrowed through the Federal Direct Stafford Loan Program.

- Check with the UI Billing Office to make sure that all of your financial obligations have been cleared. Your final transcript and/or your diploma may not be released to you if you have an outstanding balance.

- Keep in touch with Amy Bennett (amy-bennett@uiowa.edu) regarding your job search.