

NOBTS Research Doctoral Program Graduation Checklist

December 2018 and May 2019 Graduation

- ___ 1. Submit 4 plain-paper copies of your dissertation to the Office of Research Doctoral Programs by the October 1 or March 1 deadline. **PRINT ON ONLY ONE SIDE OF THE PAPER.**
- ___ 2. Print and complete the ProQuest Doctoral Dissertation Agreement Form, which can be accessed from the ReDOC Program Materials page of the NOBTS website under the Dissertation heading.
- ___ 3. Complete the Dissertation Fee and Order Form and pay the dissertation fee of \$250 plus \$30 for each bound copy you desire in addition to the one personal copy covered by the dissertation fee. Make check payable to NOBTS and send to the Office of Research Doctoral Programs with your dissertation copies. The form must be submitted and fees paid before your dissertation will be forwarded to your guidance committee.
- ___ 4. A faculty dissertation reader (committee 3rd member) will be assigned by the Associate Dean of Research Doctoral Programs after the above fees are paid. If you requested an external reader by the September 1 or February 1 deadline, you will need to pay an additional \$300 upon submission of the dissertation. After the ReDOC office notifies you regarding permission to defend and assignment of the third dissertation reader, contact your guidance committee chairperson to schedule the oral defense of the dissertation. **Do not call your chairperson until you receive this notification.**
- ___ 5. By October 1 for December 2018 graduation or March 1 for May 2019 graduation, apply for graduation on the ThM or PhD Graduation Application link on the Program Materials page under the Graduation heading. If you have not received the ThM degree, you will need to select Master of Theology as well as Doctor of Philosophy. Your student account will be assessed a \$60 diploma fee for each degree included on your graduation application at the time you submit your application online.
- ___ 6. Order your cap, robe, and hood for December graduation from the campus LifeWay bookstore (504-282-2626) by September 13 for purchased regalia and by November 17 for rental robes. For May 2019 graduation, order purchased regalia from Herff Jones by April 1 **at the latest** and rental robes from LifeWay by April 15.
- ___ 7. Submit the following items through your guidance committee chairperson to the Office of Research Doctoral Programs no later than 2 weeks before graduation:
 - ___ 4 final, corrected copies of your dissertation on white, 100%, 20lb. cotton paper (One of the copies will be returned to you bound.) **Follow the directions given in the Dissertation Processing Notebook on the Program Materials PhD Web page.**
 - ___ Additional personal copies for binding on white, 100%, 20lb. cotton paper (if payment was made earlier—see #3 above)
 - ___ The completed, signed ProQuest Doctoral Dissertation Agreement Form (pp. 4-6), **including the copyright authorization on p. 6 (NOT optional for NOBTS PhD graduates—already paid in dissertation fee)**
 - ___ Additional plain-paper copy of title page to accompany the ProQuest form
 - ___ Additional plain-paper copy of abstract to accompany the ProQuest form
 - ___ Exit survey (instructions will be forwarded to you after successful dissertation defense)
 - ___ Resume—template on Program Materials Web page (will be posted online if you wish)
- ___ 8. Check with the Business Office to be sure that all charges to your account are paid by the Wednesday before graduation.
- ___ 9. All doctoral graduates are required to complete the Survey of Earned Doctorates online through the link on the Registrar's Office page of the NOBTS website.
- ___ 10. Remember to keep your e-mail and mailing address information current with the Alumni Office and the ReDOC Office so we can keep in touch!