

DOCTORAL DEGREE CHECKLIST FOR GRADUATION

This checklist is designed to assist you as you prepare to graduate from UB. It is your responsibility to ensure that all requirements are met and that all necessary paperwork has been completed and filed in a timely manner. Contact the Graduate School at (716) 645-2939 or gradschl@buffalo.edu if you have any questions about these requirements.

FIRST, SUBMIT an [APPLICATION TO CANDIDACY \(ATC\)](#) TO THE GRADUATE SCHOOL:

The ATC is due in the Graduate School by these deadlines:

MARCH 1ST for JUNE 15TH CONFERRAL

JULY 1ST for SEPTEMBER 1ST CONFERRAL

OCTOBER 1ST for FEBRUARY 1ST CONFERRAL

Your **ATC must be approved** by the Graduate School in order to be a Candidate and to be eligible for graduation. *When your ATC is approved, you will receive a letter from the Graduate School. If you believe your ATC was approved but you did not receive a letter, please contact the Graduate School ASAP @ (716) 645-2939.*

❖ **REPORT ANY CHANGES TO YOUR ATC to the Graduate School**

After your Candidacy has been formally approved, if you change your advisor, committee members, expected degree conferral date or future registration, you must submit a [Petition to Change Expected Conferral Date/Amend the ATC](#) (with appropriate signatures) to the Graduate School to report and obtain approval for such changes.

❖ **Maintain CONTINUOUS REGISTRATION: You must be registered** continuously in each successive fall and spring semester until you complete your program.

❖ **You MUST BE REGISTERED (for at least 1 credit) during the semester immediately preceding your degree conferral date.** Fall semester registration is required for February 1st conferral Spring semester registration is required for June 15th conferral OR September 1st conferral.

❖ **Complete the REQUIRED MINIMUM number of CREDITS: Review your transcript.** Be sure you have completed the minimum number of credits required for your degree program.

❖ **MINIMUM GPA:** You must have a minimum 3.0 overall GPA in the courses/credits being applied toward your degree; your program may require a higher GPA.

❖ **NO INCOMPLETES (I/U) on your transcript or MISSING GRADES:** Be sure there are no INCOMPLETES (I/U's) on your record or MISSING GRADES *for courses that are being applied to your degree program.*

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FINAL DEGREE CONFERRAL FORMS & REQUIREMENTS:

1) **M-FORM.** This form verifies that you have completed all departmental requirements for your degree, and that your dissertation has been defended and accepted in its final form by your major advisor and committee.

2) **Electronic submission of your dissertation:** You must submit your dissertation to the Graduate School via the Electronic Thesis & Dissertation (ETD) Submission Site.

3) **Doctoral Degree Recipients Surveys:** you must complete and submit both of the on-line surveys.

Final conferral forms & requirements must be completed and submitted to the Graduate School by these deadlines:

May 22, 2015 for degree conferral on June 15, 2015

August 14, 2015 for degree conferral on September 1, 2015

January 15, 2016 for degree conferral on February 1, 2016