

Ph.D./Ed.D./DNP Checklist

Please use the checklist below for a timely submission of requirements.

Forms can be found at <https://www.tamucc.edu/academics/graduate-education/forms/index.php>

Important dates: <https://www.tamucc.edu/academics/registrar/academic-calendar/doctoral-dates.php>

	EHD	S&E	NHS
☐ Degree Plan (signed)	*	*	*
☐ Form B – Comprehensive Examination and Advancement to Candidacy Report	*	*	N/A
☐ Form C – Doctoral Dissertation/Project Advisory Committee Appointment	*	*	*
☐ Form D – Doctoral Dissertation/Project Proposal Hearing Request Form	2 weeks prior to anticipated proposal date		
☐ Form E – Agreement to schedule the Dissertation/Project Defense & Final Examination <i>The dissertation/project must be submitted to committee at least two weeks prior to defense.</i>	8 weeks prior to graduation	6 weeks prior to graduation	
☐ Form F – Dissertation/Project Defense and Written Dissertation Report	4 weeks prior to graduation	3 weeks prior to graduation	
☐ Form G – Graduate Faculty Representative Report (circulated and monitored by CGS)		N/A	
☐ Form H – Doctoral/Dissertation Committee Member Change Request		As Needed	
☐ Form I – Graduate Degree Plan Exceptions Form		As Needed	
☐ Form J – Graduate Degree Plan Revalidation Request		As Needed	
☐ Form K – Request for a Leave of Absence		As Needed	
☐ Final Version of Dissertation/Project Submitted to ProQuest https://www.etadmin.com/tamucc Note: Title Page, Committee Member Page, Copyright Page templates and Detailed submissions/revisions steps can be found at the above link.	4 weeks prior to graduation	3 weeks prior to graduation	
☐ Survey of Earned Doctorates: https://sed-ncses.org/login.aspx Email a copy of the completion certificate to gradcollege@tamucc.edu	4 weeks prior to graduation		

**Requirements may vary depending on the program. Check program and academic college requirements.*

Amended 02/2026