

## Timeline for Graduating Doctoral Students

*At the beginning of the semester in which you expect to graduate:*

- **Apply for graduation:**

- **February 1** (for spring graduation)
- **June 15** (for summer graduation)
- **October 1** (for fall graduation)

[Graduation forms and instructions](#)

- **Read and familiarize yourself with [Libra](#) (the University's online institutional repository)**

- **Schedule & Announce Dissertation or Capstone Final Defense.**

- Submit dissertation/capstone [announcement form](#) at least two weeks prior to defense date.  
You may need to open in a different browser in order to use as a fillable form

**Deadline for defense:**

- **April 1** (for spring graduation)
- **July 1** (for summer graduation)
- **November 15** (for fall graduation)

- **After a successful defense, submit [Title Page](#) and [Dissertation/Capstone Approval Form](#) (also known as signature page) to Office of Admissions (102 Ruffner Hall) by deadline:**

*Click on links above for templates of title page and approval form*

- **April 28** (for spring graduation)
- **July 29** (for summer graduation)
- **November 30** (for fall graduation)

- **Wait for an email from the Libra team letting you know that you are ready to deposit your dissertation. Do not try to upload until you have received an email from them. (Normally you will receive an email 48-hours after we have entered your dissertation title into SIS)**

- **Upload Dissertation/Capstone to [LIBRA](#) by the following deadlines:**

- **May 1** (for spring graduation)
- **August 1** (for summer graduation)
- **December 3** (for fall graduation)

**Do not include the signed signature page in your Libra upload, however we request that you insert an *unsigned* signature page that lists the names of your chairperson and committee members in your upload.**

- **Submit additional required paperwork to 102 Ruffner Hall by the following deadlines:**
  - **May 1** (for spring graduation)
  - **August 1** (for summer graduation)
  - **December 3** (for fall graduation)
- Complete Survey of Earned Doctorates online: <https://sed-ncses.org>  
*(I will receive an email once you have completed this)*
- Record of Progress with all signatures
- IRB approval form (if applicable)

Important notes:

- The title on your signature page and title pages must be absolutely correct and cannot be changed once you begin your Libra process. If your title changes after you gather your signatures, you will need to obtain signatures again. If you see that your title is not correct in Libra, or you have a change in title, please stop and contact us immediately.
- Review the link to [Dissertation title recommendations](#)
- It's important to view all the Libra information before you get to the final step of submission. Please don't wait until the end to go over the process. If you have questions, please try to get them answered before the submission deadline.
- Please refer to the templates for the Title Page and Dissertation/Capstone Approval forms. You can type in your specific information and print off, but please use the format we have listed. These forms must be submitted by the deadline in order to graduate in that semester.
- Don't forget to print a signature page (approval form) to take to your defense!