

# Doctoral Degree Completion Checklist

## The College of Graduate Studies



Check	Completion Item
	Completed On-line Application for Graduation via <a href="#">MyUT portal</a> by <a href="#">semester deadline</a>
	Registration for a minimum of one graduate credit hour
	Official undergraduate transcripts showing earned degree on file with our office
	Approved <a href="#">Plan of Study</a> on file with all courses appearing on transcript with grades of “C” or higher
	Written proof of passing Comprehensive and/or Foreign Language Exams, if required by degree
	Completed <a href="#">Graduate Research Advisory (GRAD)</a> Committee Approval & Assurances form on file prior to commencing research, if Field experience, Scholarly Project, Thesis, or Dissertation is required for degree
	Completed <a href="#">Application for Admission to Candidacy</a> form on file
	Schedule defense as early in semester as possible and prior to OhioLINK submission deadline
	Submit the <a href="#">Defense Acceptance &amp; Intellectual Protection</a> form upon scheduling the defense
	Electronic submission of dissertation for Format Review by posted deadline to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a>
	Upload final dissertation document PDF to <a href="#">OhioLINK</a> by posted deadline
	Submission of <a href="#">Approval of Dissertation</a> form by last day of classes
	All grades posted with no PR, IN, or NR on the transcript
	Cumulative GPA of 3.0 or above
	Completed on-line <a href="#">Survey of Earned Doctorates</a> and submission of Certificate of Completion
	Completed Graduate First Destination survey (unique link sent at semester end)
	Payment of outstanding fees and/or fines

**Please select from the links below for post-graduation information, services, and resources.  
For other questions or clarification, please contact the College of Graduate Studies.**

For more information select: [transcripts](#), [diplomas and certificates](#), [Alumni Association](#), [UToledo commencement](#), [College of Medicine commencement](#), [degree verifications](#), [loan deferments](#), [career services](#), [RocketConnect mentoring program](#)

Main Campus degree programs  
Monica Klonowski, University Hall 3240,  
[GCACademicSvcs@utoledo.edu](mailto:GCACademicSvcs@utoledo.edu), 419-530-4269

Health Science Campus degree programs  
Teri Green, Mulford Library Building 118,  
[GCACademicSvcs@utoledo.edu](mailto:GCACademicSvcs@utoledo.edu), 419-383-4113