



Degree Completion Checklist-Summary
For Doctoral Students
College of Graduate Studies, The University of Toledo

- Completed *On-line Application for Graduation (Completed on the MyUT portal)*
- Registration for a minimum of one graduate credit hour.
- Official transcripts on file.
- Approved [Plan of Study](#) 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 [Application for Candidacy](#) on file.
- Completed [Graduate Research Advisory \(GRAD\) Committee Approval & Assurances Form](#) on file.
- Electronic submission of dissertation for format review by posted deadline to etdmc@utoledo.edu (strongly encouraged, but not required).
- Submit the [Acceptance of Dissertation for Defense](#) form
- Upload final document to OhioLINK by posted deadline.
- Submission of [Approval of Dissertation Form](#).
- Submission of [Intellectual Protection and Patent Sign-Off Form](#).
- Completed on-line Graduate Student Exit Survey.
- Completed On-line [Survey of Earned Doctorates](#) and submission of Certificate of Completion.
- All grades posted.
- Cumulative GPA of 3.0 or above.
- Payment of outstanding fines and fees.

For complete information, please visit the College of Graduate Studies Web-site:
<http://www.utoledo.edu/graduate/currentstudents/index.html>

For questions, please contact the College of Graduate Studies, University Hall 3240 (GCACademicSvcs@utoledo.edu or 419.530.4269).