

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
<input type="checkbox"/> Form A – Degree Plan (signed)	*	*	*
<input type="checkbox"/> Form B – Comprehensive Examination and Advancement to Candidacy Report	*	*	N/A
<input type="checkbox"/> Form C – Doctoral Dissertation/Project Advisory Committee Appointment	*	*	*
<input type="checkbox"/> Form D – Doctoral Dissertation/Project Proposal Hearing Request Form Form E – Agreement to schedule the Dissertation/Project Defense & Final Examination	2 weeks prior to anticipated proposal date		
<input type="checkbox"/> <i>The dissertation/project must be submitted to committee at least two weeks prior to defense.</i>	8 weeks prior to graduation		
<input type="checkbox"/> Form F – Dissertation/Project Defense and Written Dissertation Report	4 weeks prior to graduation	3 weeks prior to graduation	
<input type="checkbox"/> Form G – Graduate Faculty Representative Report (circulated and monitored by CGS)	N/A		
<input type="checkbox"/> Form H – Doctoral/Dissertation Committee Member Change Request	As Needed		
<input type="checkbox"/> Form I – Graduate Degree Plan Exceptions Form	As Needed		
<input type="checkbox"/> Form J – Graduate Degree Plan Revalidation Request	As Needed		
<input type="checkbox"/> Form K – Request for a Leave of Absence Final Version of Dissertation/Project Submitted to ProQuest https://www.etadmin.com/tamucc	As Needed		
<input type="checkbox"/> 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	
<input type="checkbox"/> 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