

## 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"/> <b>Form A</b> – Degree Plan (signed)	*	*	*
<input type="checkbox"/> <b>Form B</b> – Comprehensive Examination and Advancement to Candidacy Report	*	*	N/A
<input type="checkbox"/> <b>Form C</b> – Doctoral Dissertation/Project Advisory Committee Appointment	*	*	*
<input type="checkbox"/> <b>Form D</b> – Doctoral Dissertation/Project Proposal Hearing Request Form	2 weeks prior to anticipated proposal date		
<input type="checkbox"/> <b>Form E</b> – 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		
<input type="checkbox"/> <b>Form F</b> – Dissertation/Project Defense and Written Dissertation Report	4 weeks prior to graduation		3 weeks prior to graduation
<input type="checkbox"/> <b>Form G</b> – Graduate Faculty Representative Report (circulated and monitored by CGS)	N/A		
<input type="checkbox"/> <b>Form H</b> – Doctoral/Dissertation Committee Member Change Request	As Needed		
<input type="checkbox"/> <b>Form I</b> – Graduate Degree Plan Exceptions Form	As Needed		
<input type="checkbox"/> <b>Form J</b> – Graduate Degree Plan Revalidation Request	As Needed		
<input type="checkbox"/> <b>Form K</b> – Request for a Leave of Absence	As Needed		
<b>Final Version of Dissertation/Project Submitted to ProQuest</b> <a href="https://www.etadmin.com/tamucc">https://www.etadmin.com/tamucc</a>			
<input type="checkbox"/> <b>Note:</b> 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"/> <b>Survey of Earned Doctorates:</b> <a href="https://sed-ncses.org/login.aspx">https://sed-ncses.org/login.aspx</a> Email a copy of the completion certificate to <a href="mailto:gradcollege@tamucc.edu">gradcollege@tamucc.edu</a>	4 weeks prior to graduation		

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

*Amended 02/2026*