

American Studies Checklist for Graduating PhDs

This lists the bureaucratic steps that SLU requires for you to receive a diploma and assumes that you have been approved by your committee to aim for a defense this term. The timing of doctoral defenses and the criteria for an acceptable final manuscript for defense are up to the dissertation committee, especially the chair. If you go through this process but need to postpone your defense, just notify Grad Ed.

Please also make sure that you have taken all 12 required 695 or 6950 credits, plus whatever additional credits may have been added for extensions. If you have any non-SLU committee members, make sure that Grad Ed has been notified and they have been approved.

1. ____ Bookmark or download the current semester's calendar of **Dates and Deadlines** from the Graduate Education Office webpage (under "[Current Students](#)").
2. ____ Fill out the **Application for Degree** through Banner (instructions and a direct link can also be found through the GEO Current Students' page [here](#).) This deadline is January 29 in 2018 but Grad Ed controls and sometimes changes these so refer to their deadlines from step one.
3. ____ After you complete the Application for Degree, Christine Harper in Grad Ed may send you a Degree Audit Form via e-mail. **Fill out and return your completed Degree Audit** by the deadline listed in Grad Ed (March 9 in 2018). Some of you will have completed this after your oral exams and will not need to do it again.
4. ____ At least two weeks before your scheduled defense date, submit your **Notification of Readiness** form. ([here](#)) The Grad Ed office will have deadlines for these, usually pretty late in the term, except in summer. However, American Studies rarely allows defenses in the last few weeks of the term. Defense dates are publicized and defenses are public, so they cannot be changed except for extraordinary circumstances.
5. ____ Make a formatting appointment with Christine Harper for after your defense. She will provide information about format requirements.
6. ____ Submit **four** hard copies of your dissertation: one to each of your committee members. **One hard copy, double sided, and one pdf file** must go to the department.

Questions? The Doctoral Candidacy Advisor in the Grad Ed Office is Christine Harper (Christine.harper@slu.edu).