<table>
<thead>
<tr>
<th>Graduating Semester</th>
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<tbody>
<tr>
<td>Apply for graduation through Access +</td>
<td></td>
</tr>
<tr>
<td>- Pay a one-time nonrefundable dissertation fee of $145. Application for graduation can be submitted as early as 4 months before final semester.</td>
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<table>
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<tr>
<th>Preliminary Oral Exam Semester</th>
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<tbody>
<tr>
<td>Format check and review dissertation checklist</td>
<td></td>
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<tr>
<td>- Make an appointment with the Center for Communication Excellence for a format check to minimize the need for formatting edits after upload to ProQuest.</td>
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<tr>
<th>Take Preliminary Oral Exam</th>
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<tbody>
<tr>
<td>- Get Graduate College approval of POSC form at least one semester or 3 months before prelim oral exam.</td>
<td></td>
</tr>
<tr>
<td>- Complete prelim oral exam at least 6 months before final oral exam.</td>
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</table>

Use this tool to plan for your dissertation journey. Check additional graduation requirements and make sure your dates align with the Graduate College deadlines. [https://www.grad-college.iastate.edu/graduation/](https://www.grad-college.iastate.edu/graduation/)

A dream written down with a date becomes a **GOAL** ...

A goal broken down into steps becomes a **PLAN** ...

A plan backed by **ACTION** makes your dreams come true.
- greg s. reid

**INDIVIDUAL DISSERTATION Planning Tool**

**As early as your second semester**

- Get approval for Program of Study & Committee (POSC) Form
  - Complete online POSC form and route to Graduate College for approval.

**Graduating Semester**

- Pay a one-time nonrefundable dissertation fee of $145. Application for graduation can be submitted as early as 4 months before final semester.

- Make an appointment with the Center for Communication Excellence for a format check to minimize the need for formatting edits after upload to ProQuest.

- Complete prelim oral exam at least 6 months before final oral exam.

**Graduation Commencement Ceremony**

CONGRATULATIONS!

- Complete Survey of Earned Doctorates [https://sed-ncses.org/](https://sed-ncses.org/)

- Monitor email account that is registered with ProQuest.
- Make edits ASAP as requested from Graduate College and resubmit.

- Graduate College cannot review dissertation without this form.

- Input the title of your dissertation so that it can be included in the Commencement Program.

- Allow extra time after exam to edit. Complete edits and meet all conditions set by POSC members.
- Get approval of final dissertation from major professor and DOGE.

**1. Meet conditions for Final Oral Exam**

- Submit form at least 3 weeks before final oral exam.

**2. Take Final Oral Exam**

- Reserve room.
- Submit copies of manuscripts to POSC members.
- Allow extra time to meet deadlines.

**3. Submit request for Final Oral Exam**

- Confirm date and time with POSC members.
- Submit copies of manuscripts to POSC members.
- Allow extra time to meet deadlines.