

INDIVIDUAL
DISSERTATION
Planning Tool

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/>

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.

Preliminary Oral Exam Semester

Take Preliminary Oral Exam

- ➔ Get Graduate College approval of POSC form **3 months before** prelim oral exam.
- ➔ Complete prelim oral exam at **least 6 months before** final oral exam

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

Graduating Semester

Apply for graduation through Access +

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

Format check and review dissertation checklist

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

Plan for Final Oral Exam

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

3 Submit request for Final Oral Exam

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

2 Take Final Oral Exam

1 Meet conditions for Final Oral Exam

- ➔ 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.

(Plan your dates in reverse order.)



Graduation Commencement Ceremony
CONGRATULATIONS!

Upload to ProQuest

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

Submit Graduate Student Approval Form

- ★ Graduate College cannot review dissertation without this form.

Open ProQuest account

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