Graduation Checklist for PhD/Doctoral Candidates:

1. Apply for graduation by submitting the Application for Graduation form by the posted deadlines in the UHM Academic Calendar.
2. Check STAR for Graduate Division Requirements and your Graduate Program for all other degree related requirements.
3. Register for at least 1 credit of Dissertation 800 or the appropriate doctoral course number required for DNP, DARCH, or EdD.
4. Submit the Final Oral Examination form to Graduate Division Student Services office in Spalding 353B at least **2 weeks prior** to your oral exam.
5. Submit your FORM III (Dissertation Evaluation) to Graduate Division Student Services office in Spalding 353B.
6. Submit your FORM IV (Dissertation Submission) to Graduate Division Student Services office in Spalding 353B.
7. Fill on the electronic Survey of Earned Doctorate (SED) at https://sed-ncses.org and submit your Certificate of Completion into the Graduate Division Student Services Office in Spalding 353B.
8. Upload your **FINAL APPROVED** version of your Dissertation or Doctoral paper to ETD ProQuest : http://www.etdadmin.com/hawii. Follow the instructions on the website.
9. Make sure you upload the complete manuscript that was approved and not a draft. Once you have submitted your dissertation/doctoral paper, you will NOT be allowed to modify, delete, or make changes to the manuscript.

Proquest ETD Support Staff: 877-408-5027

NOTE: We request up to 10 business days to review your submission. If you submit your manuscript during the last 4 weeks of the semester, we request up to 20 business days to review your submission. If there are large numbers of phone calls and email enquiries, delays will occur in our processing time.