HOW TO GRADUATE

At the beginning of the semester you intend to graduate

Mark your semester deadlines!
- There are many deadlines to meet. These include, but are not limited to, filing for graduation, **Dissertation and Thesis defense and submission**, oral exams, and satisfaction of the foreign language requirement. Make sure that you mark these dates on the **calendar**.

Run a degree audit – at the beginning of the semester you intend to graduate
- Running a degree audit ensures you have fulfilled all degree requirements. If you see discrepancies, contact your Graduate Program Director.
- All incompletes for coursework other than dissertation or thesis hours must be cleared before the oral examination can be taken.

At least two months before the end of the semester

Apply to Graduate via Bearweb
- Check application for graduate deadlines for Fall, Spring, and Summer commencements. Students who have met all degree requirements and wish to declare their intent to graduate must "apply to graduate" in **BearWeb**. Please see these **instructions**.

  Please note:
- If you are a joint student, you must apply to graduate from each program separately.
- If you are a PhD student wishing to graduate with a non-terminal master's degree, or if you have other graduation questions, please contact **Alana Schaeper**.

Purchase or rent your regalia
- The Graduate School does not handle regalia.
- Degree candidates for master's degrees wear traditional academic dress which can be purchased **online at the Baylor Bookstore**.
- Regalia for the Educational Specialist (EdS) degree is purchased through the Baylor Bookstore and should be in stock by the middle of the semester.
- **Regalia for Doctoral Degrees** is purchased or rented through **Herff Jones online**. Please allow up to 8 weeks for delivery. Be sure to order your regalia based on the degree you are receiving.

For Doctoral Students and Masters Thesis Students

Schedule your dissertation/thesis defense
- At least 10 days before your defense, your GPD will submit your **Announcement of Oral Exam**. Review **committee requirements** prior to submission.

At least two weeks before your defense
- Schedule your **Preliminary Technical Review**. Instructions for scheduling and formatting can be found on our website.
- At the time of the review, you will submit 1) a formatted manuscript, 2) the Copyright and Availability Form, and 3) a formatted signature page to the Baylor dissertation and thesis portal: **https://baylor-etd.tdl.org**.

At your Oral Exam
- Obtain relevant signatures on your Signature Page (or obtain electronic signatures immediately following)

Within 10 days after your successful defense
- Your department will submit the Result of Oral Exam form (available to faculty via **OnBase**)
- You will electronically submit 1) your final dissertation/thesis, 2) your Approval of Final Dissertation/Thesis Copy Form (signed by chair), 3) a signed signature page with all signatures except the Dean's, and 4) any necessary publisher permissions to the submission portal: **https://baylor-etd.tdl.org**.

After Graduate School Approval
- Doctoral students submit their dissertation to the ProQuest website (optional for master's students)
- Doctoral Students complete the Survey of Earned Doctorates when requested at end of the semester

Questions? See our **website** or email **Dissertation_Thesis@baylor.edu**

For Non-Thesis Programs

Complete your Comprehensive Exams

After your Comprehensive Exams
- Confirm faculty submission of Results of Comprehensive Exam Form (Available only to faculty via **OnBase**).
- The Results of Comprehensive Exam Form must be submitted no later than 5:00pm on the last business day prior to the first day of Final Exams.

Participate in Commencement Ceremony

Commencement Information
- **Walking:** It is assumed that you will walk in the commencement ceremony. If you are unable to attend then you must let the Registrar's office know.
- **Diploma:** Diplomas will be sent after the degrees are conferred. Graduates will receive their diplomas several weeks after the degrees have been awarded.
- **Transcript:** An official transcript will be available after five business days from Academic Records.