**Steps to Doctoral Degree**

You must maintain continuous registration until all degree requirements have been met.

| **Step** | **What to Do** | **When** | **Approved by** |
| --- | --- | --- | --- |
| **1** | Meet with departmental graduate advisor to plan course of study for first semester. | Before first semester registration. | Graduate advisor |
| **2** | Establish advisory committee; submit your [degree plan online](https://ogsdpss.tamu.edu/). | Following the deadline imposed by the student's college and approved no later than 90 days prior to the preliminary exam. | Advisory committee, department head or chair of the intercollegiate faculty, and OGAPS |
| **3** | Complete course work detailed on the approved degree plan. | Before preliminary exam. |  |
| **4** | Complete Preliminary Examination and Submit [Checklist and the Report of the Preliminary Exam](https://grad.tamu.edu/About/COVID-19-Information/Forms-Processing-Changes). (Please see the [Preliminary Exam Requirements](https://grad.tamu.edu/About/COVID-19-Information/Forms-Processing-Changes)) | The student should complete the Preliminary Examination no later than the end of the semester following the completion of the formal coursework on the degree plan. Results must be received by OGAPS 10 working days after exam date. | Advisory committee, department head or chair of the intercollegiate faculty, and OGAPS |
| **5** | Submit research proposal for dissertation or record of study and the [Research Proposal Approval Form](https://grad.tamu.edu/About/COVID-19-Information/Forms-Processing-Changes) to the Office of Graduate and Professional Studies. | At least 20 working days prior to submission of the Request and Announcement of Final Examination. | Advisory committee, department head or intercollegiate faculty chair, Research Compliance and Biosafety, and OGAPS |
| **6** | Complete residence requirement. (Check with your department to determine if there is a residency requirement.) | Before submitting request to schedule final oral examination. | OGAPS |
| **7** | Apply for a degree online at the [Howdy portal](https://howdy.tamu.edu/); pay graduation fee. | During the first week of the final semester; pay graduation fee after graduate application is submitted; see [OGAPS calendar](http://ogaps.tamu.edu/Buttons/Calendars) for deadlines. | OGAPS |
| **8** | Submit [Request and Announcement of Final Examination](https://grad.tamu.edu/About/COVID-19-Information/Forms-Processing-Changes) to hold and announce final examination. | Must be received by OGAPS at least 10 working days before final exam date; see OGAPS calendar for deadlines. | Advisory committee, department head or intercollegiate faculty chair, and OGAPS |
| **9** | Successfully complete final examination. | The Report of the Final Examination form should be submitted to OGAPS within 10 days following the exam by the department. | Advisory committee and OGAPS |
| **10** | Upload one approved final copy of the dissertation or record of study as a single pdf file to [etd.tamu.edu](https://etd.tamu.edu/) and submit the fully signed [Dissertation/Record of Study Approval Form](https://grad.tamu.edu/About/COVID-19-Information/Forms-Processing-Changes) to the Office of Graduate and Professional Studies. | See [OGAPS calendar](http://ogaps.tamu.edu/Buttons/Calendars) for deadlines. | Advisory committee, department head or intercollegiate faculty chair, and Office of Graduate and Professional Studies |
| **11** | Graduation; arrange for cap and gown. | [More information](http://graduation.tamu.edu/) |  |  |