HOW TO GRADUATE

Mark your semester deadlines!
- There are many deadlines to meet. These include, but are not limited to, filing for graduation, Dissertation and Theses defense, 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/thesis hours must be cleared before the oral examination can be taken.

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, please contact Alana Schaeper.
- Other questions, please contact Alana Schaeper.

Purchase or rent your 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. Please contact the bookstore directly.
- 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.

At the beginning of the semester you intend to graduate

At least two months before the end of the semester
For Doctoral Students and Masters Thesis Students

Schedule your dissertation/thesis defense
At least two weeks before your dissertation/thesis defense:
• Have your graduate program director submit your Announcement of Oral Exam
• Schedule your Preliminary Technical Review
  • See further instructions on how to schedule and prepare for your Preliminary Technical Review
• Download the Signature Page

At your Oral Exam
• Obtain relevant signatures at your Oral Exam on
  1. The Signature Page; and
  2. The Result of Oral Exam form (Available only to faculty via OnBase)

After Your Successful Defense
• Submit your Approval of Final Dissertation/Thesis Copy Form
• Submit a PDF of the Signed Signature Page (electronic), Signed Copyright & Availability form (electronic), and Dissertation/Thesis (electronic) to https://baylor-etch.tdl.org

After Graduate School Approval of Dissertation/Thesis
• Submit dissertation/thesis to UMI website (optional for master’s students)
• Complete Survey of Earned Doctorates at end of semester when requested (doctoral students only)

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.