Optimal Graduation Process Flow Chart

Student Applies to Graduate in Hub
6-4 months out
1

- Apply in DukeHub for Primary Degree Program
- Apply Separately for each Certificate
- Applications should be submitted as early in the window as possible

DGSA Submits Committee Approval Form
4-2 months out
2

- If Dissertation Exam Committee is the **same as** the Preliminary Exam committee, students simply email gradacademics@duke.edu to notify TGS
- If Dissertation Exam Committee **differs from** Preliminary Exam Committee, a Committee Approval Form should be uploaded to Perceptive Content by DGSA at least 30 days before the defense/exam
- Corrections/revisions to committees should be submitted as far in advance of the defense as possible

Student Submits Initial Dissertation/Thesis to ProQuest
3-1 months out
3

- Submission to ProQuest should occur at least 14 days before the defense date
- Student will receive email confirmation from ProQuest once the submission has been format checked by TGS
  - Students have option to set up a virtual meeting with Assigned Duke Administrator to discuss edits and next steps
- Advisor should submit "Advisor Letter" via T3 indicating that the dissertation is ready to defend
- DGSA should submit Defense Announcement via T3 with defense date

Optimal Graduation Process Flow Chart (continued)

Dissertation/Thesis Defense Completed
3-1 month out
4

- Exam certificate is generated by T3 and received by exam committee Chair and DGSA prior to defense.
- After conclusion of defense, all committee members register their vote, the Chair digitally signs the exam certificate and sends it to the DGS for his/her digital signature and submission to gradacademics@duke.edu (or DukeBox)
- Dissertation Advisor and student sign and submit the Embargo page to gradacademics@duke.edu.
- Student makes any required revisions to dissertation/thesis in ProQuest.

Student uploads final Dissertation/Thesis to ProQuest
6-2 weeks out
5

- Final version MUST be uploaded to ProQuest within 30 days of defense or by the semester deadline, whichever comes first.
- All corrections must be completed and approved by Duke Assigned Administrator for the dissertation to be accepted.

TGS Conducts Degree Audit and Approves Student to Graduate
4-0 weeks out
6

- TGS reviews student's complete academic history and dissertation submission to verify completion of requirements.
- Student is marked "approved" for graduation in DukeHub.
- Student is included in the official list of graduates sent to the Executive Committee for approval.
- University Registrar changes the "approved" flag to "conferred" in DukeHub, usually 1-5 days after commencement.

Special Considerations and Reminders

- Once a student has completed all degree requirements, he/she must graduate.
  - A valid academic program reason must be present to request an extension.
  - International students formally approved to extend their degree programs must check the I-20 or DS-2019 program end date to ensure it will not expire before the new graduation date.

- Students who have applied to graduate in the current term but cannot meet the deadlines must contact Helene McAdams (hmca@duke.edu) to cancel the application and reset the expected graduation term.
  - Students will be required to re-apply to graduate in DukeHub and register for CTN 1-01 in the revised graduation term.
  - To graduate beyond Y7, PhD students must submit a Degree Completion MOU for TGS approval.

- Students enrolled in a graduate certificate program (e.g., CCT) must either apply to receive it in the term they complete their highest degree or have it discontinued by TGS.
  - Students must apply separately in DukeHub for the degree and each certificate.

Checking Your RCR Credits

1. Log into [Duke Hub](#).
2. Click on *Academics* in the left pane.
3. Click on *Degree Progress*.
4. Note that you can expand/collapse details of your RCR Requirements on the right.

Please allow sufficient time after any RCR training event for information to be compiled in The Graduate School, submitted to the registrar, and entered onto your official university transcript. All credit is entered after the completion of the event, and this process may take until the end of the academic term. (Note that registration for RCR events is not in DukeHub. Registration links are in the event descriptions: Orientation; Forums.)

Notes

• In October 2020, The Graduate School updated RCR programming, and as part of this process, renamed/renumbered RCR forums. At that point, all non-basic medical science PhD students who'd completed GS710 as RCR orientation (and would need to complete three additional forums to fulfill graduation requirements) received credit for *RCR711.99 RCR Correction*. This allowed the advisement system in DukeHub to work equally well for them and for students matriculating in Fall 2020 who took a different orientation (GS714 & GS715) and were required to take four additional forums in addition to the new orientation. In short, this correction allowed DukeHub to track all non-BMS PhD students the with the same graduation requirements: orientation + four forums.

• Beginning Fall 2018, RCR events are notated with 0 (zero) credits and a - (dash) grade to avoid confusion with regular, credit-bearing classes. If an RCR forum/orientation appears on a student's transcript with zero credits and a dash grade, it is still valid towards the degree requirement.