

TUCVM Graduate Student Program Checklist (v. Sept. 2026)

- ☐ **Select Courses, register (*with Advisor input if applicable*)** (*student and ADRAS support*)
- ☐ **Check about assistantship** (*PhD student and mentor, teaching or lab assistantship*)
- ☐ **Change from Conditional to Regular admission** (*student, if applicable*)
 - Fill form
 - Send to TU Graduate School
- ☐ **Transfer Credits from outside TU or from a graduate degree** (*up to 9 credits, student*)
 - Fill form, attach transcript
 - Send to TU Graduate School
- ☐ **Second Semester of Grad School**
 - Identify an Advisor for dissertation, thesis or non-thesis (*student*)
 - Assemble Graduate Advisory Committee (3-Master's, 4 or more for PhD)
- ☐ **Presentation/defense of Research Project Proposal/Qualifier** (*student, mentor, & committee*)
Required for Admission to PhD Candidacy
- ☐ **After 15 Credit hours (30 for PhD), GPA 3.0 or higher, successful defense of Project Proposal**
 - **Apply for Candidacy** (*student and mentor; need Form, Transcript, Project Title and Abstract; Deadlines*:*
Oct, April, June. Check GS website for dates)
- ☐ **Public Seminar/Presentation of Research Project Progress** (*required for PhD; student and mentor*)
- ☐ **Progress Evaluation plan** (*set between student and mentor*)
 - Committee meets or gets updates each semester
 - Monthly and Semesterly Progress Reports
- ☐ **Last Semester in Grad School**
 - ☐ **Application for Graduation** (*student; Deadlines*:* *Jan, June, Sept. Check GS website for dates*)
 - Fill form and send to TU Graduate School/GS
 - ☐ **Non-Thesis Report**
 - Submit report, clear 'I' if applicable
 - ☐ **Thesis complete and satisfactory** (*student and mentor*)
 - ☐ **Preliminary Approval of Draft Thesis by TU GS** (*mentor*)
 - Fill form
 - Send a Copy to TU GS
 - ☐ **Request for final Oral Exam** (*student and mentor*)
 - Fill form (Draft Thesis **MUST** accompany this form or be **approved first**)
 - Send to TU GS
 - ☐ **Final Oral Exam Report** (*Advisor/Chair and Committee*)
 - Fill form
 - Send to TU GS
 - ☐ **Thesis Final Copy to TU GS** (*student and mentor; Deadlines*:* *April, July, Nov. Check GS website for dates*)
 - **Steps include:** Turnitin check, Signature page, and the actual Final Copy with approved sig. page
 - ☐ **Uploaded FINAL Thesis/Dissertation to ProQuest Website** (*Student*)
 - ☐ **Submit two copies of the FINAL Thesis/Dissertation to TU Main Library** (*Student*)
- ☐ **Certificate of Completion** (*ADRAS*)
 - **Need to have completed all the above**
 - Fill form, have it signed and submit to TU Graduate School

*: Exact dates vary from year to year. Check at <https://www.tuskegee.edu/graduate-school/Graduate-School.html>