

This document is for personal use and can be used to track the forms needed to complete a dissertation in conjunction with department advising. For guidelines and more information, see the CGU Bulletin at <http://bulletin.cgu.edu/>. All forms can be found on the Registrar's Form Index at www.cgu.edu/pages/11337.asp.

Student Information CGU ID# 254 - _____

Last _____ First Name _____ Middle _____

Academic Department _____ Degree Program _____

- [Degree/Certificate Program Change Request, if applicable](#) Date: _____
(Submitted if changing from MS to PhD, or PhD to MS degree.)
- [Research Tool Approval](#) Date: _____
 - Research Tool Approval 1. _____
 - Research Tool Approval 2. _____
- [Qualifying Exam Approval for Doctoral Students](#) Date: _____
Must include 2 Research Tools.
- [Designation of Dissertation Committee](#) Date: _____
Form serves as notification to your department and CGU of changes to your review committee. Evidence of the new member's agreement (e-mail, written notice) to participate on your committee must be provided to your department. Membership of your committee must comply with CGU policy. (Submitted if you wish to officially declare your committee prior to Advancement to Candidacy or any time after Advancement to Candidacy has been approved.)
- [Advancement to Candidacy \(PhD\)](#) Date: _____
Upon approval of your dissertation proposal, you are advanced to candidacy and you must identify your review Committee. Complete and submit the form to your department. Include evidence (e-mail, written notice) of the member's agreement to serve on your committee. Membership of this committee must comply with CGU policy. *Must include a 350-word summary of the Dissertation Proposal.* If members of your committee change, you must report changes with the CGU [Designation of Dissertation Committee](#).
- [Declaration of Change to Approved Dissertation Proposal](#) Date: _____
If substantially changing your dissertation topic, you must report the change to the Registrar's office.
- [Declaration of Intent to Receive a Degree](#) Date: _____
Students who intend to complete the requirements for a degree in the current term should complete and submit this form to the Registrar's Office by the deadline listed in the student calendar on the Registrar's web page.
- [Request for Dissertation Defense Announcement](#) Date: _____
Your dissertation defense is a public event for the academic community at CGU. All announcements are made by the Registrar's Office. *Must be submitted at least one week before defense.*
- [Final Approval Form - Review Committee & Department Approval](#) Date: _____
The form signifies that a doctoral student's dissertation has been approved and accepted by the Committee Chair and all Committee Members. All Committee Members must sign the form or, if necessary, documentation (e-mail) must be attached as evidence of each Committee Member's approval. Committees submit completed forms to the department.
- [Submit Dissertation](#) Date: _____
Submit Dissertation to ProQuest/UMI, through the [Electronic Thesis/Dissertation \(ETD\) Administrator](#). Once the Registrar's Office submits your manuscript to ProQuest/UMO, you are notified by email by the ETD Administrator. Paper submission of dissertation may be accepted instead by the Registrar's Office, with a \$95 fee for binding and handling. See office for details.
- Other** _____ Date: _____
- Other** _____ Date: _____

I understand that I am solely responsible for any delays that I may incur as a result of not meeting all eligibility requirements to schedule my defense and/or for completion of all degree requirements within the deadlines established in [CGU's Academic Calendar](#).