



Doctoral Graduation Checklist

Below is a list of items to complete in preparation for December 2016 degree conferral and the May 2017 graduation ceremony.

***Please note that this is not a complete list of things that need to be done; your department or the office of the registrar might require other items to prepare for graduation. Please keep in touch with your department coordinator for all activities surrounding graduation.**

- AT THE BEGINNING OF THE SEMESTER: Let your department coordinator know that you plan to graduate this semester. Verify that all necessary degree requirements have been or will be met.
- Work with your graduate coordinator to verify that you have petitioned for candidacy by October 28, 2016. Petitions are available at <http://graduate.rice.edu/forms>.
 - Please note, this petition may have been completed at an earlier date.
- Submit an [Application for Degree](#) (available in [Esther](#)) to the Registrar's Office by October 28, 2016.
- Submit an Announcement of Thesis Defense to Rice Events Calendar (at least **2** weeks before defense date) via <http://events.rice.edu/rgs/>.
- Successfully defend thesis **and** upload the signed approval of candidacy form to the Office of Graduate and Postdoctoral Studies online thesis submission site.
- Submit final thesis documents to Office of Graduate Studies by **Noon, Friday, December 2!**
 - Visit graduate.rice.edu/thesis for more information on thesis defense and submission.
 - Check out the online thesis submission process: <http://graduate.rice.edu/onlinethesissubmission/>. Please contact graduate@rice.edu if you have any questions or suggestions.
 - Pay your thesis submission fees online at <http://gpsfees.rice.edu>.
 - Normal thesis submission hours are Monday – Friday, 1:30 – 3:30 p.m., hours will be extended to 8:00 a.m. – 4:30 p.m. two weeks prior to the deadline. On December 2, theses can be submitted from 8:00 a.m. to noon only.
- In late January 2017 degrees will be conferred (with a date of December 2016). Diplomas are expected to be available in July. Occasionally a degree recipient may require an official document on letter-sized paper confirming their Rice degree. In these instances, a Rice University degree recipient may request a miniature [facsimile diploma](#). Facsimile diplomas are only available after degrees have been conferred in late January.
- In March 2017 - Order Regalia! Regalia must be ordered from the Campus Bookstore by the end of March. For more information, visit graduate.rice.edu/regalia and call **713-348-4052**.
- Register for the hooding ceremony and RSVP for the doctoral luncheon. Check your Rice email for information. If you do not receive an email regarding these events by March 24, please contact graduate@rice.edu.
- Check your Rice email, <http://graduate.rice.edu/graduation>, and <http://www.rice.edu/commencement> for additional information regarding commencement events.

- **The Doctoral Hooding Ceremony** will take place on Friday, May 12, 2017.
- **GRADUATE! May 13th, 7:00 a.m.** degree candidates take part in a continental breakfast and line up for Commencement in Anne and Charles Duncan Hall.
- **Commencement starts at 8:30 a.m.**
- **The Doctoral Brunch will immediately follow commencement on May 13, 2017.**
- Turn in your rented regalia to the Campus Bookstore after commencement.

**The Office of Graduate and Postdoctoral Studies is
located in the Allen Center Building, Suite 323
Office hours are 8 a.m. - Noon & 1:00 - 5 p.m.**

If you have any questions or concerns regarding commencement weekend activities, please feel free to contact Graduate and Postdoctoral Studies at 713-348-4002 or at hooding@rice.edu. If you have general questions please contact your department's graduate coordinator or email graduate@rice.edu.