



Doctoral Graduation Checklist

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

***Please note that this list will not appear sequentially for all students nor is it 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 before February 24, 2017. 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 February 24, 2017.
- Order Regalia! Regalia should be ordered from the Campus Bookstore by the end of March for best selection. For more information, visit graduate.rice.edu/regalia or 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.
- Submit an Announcement of Thesis Defense to Rice Events Calendar at least **2** weeks (14 calendar days) before defense date via <http://events.rice.edu/rgs/>.
- Successfully defend thesis **and** submit to the Office of Graduate and Postdoctoral Studies online thesis submission site the signed approval of candidacy form and defended draft of the thesis.
- Submit final thesis to Office of Graduate Studies by **Noon, Friday, April 21st!**
 - Visit <http://graduate.rice.edu/thesis> for more information on thesis defense and submission.
 - Check out the online thesis submission process. 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., but from April 10 – 20th, hours will be 8:30 – 11:30 a.m. and 1:30 – 4:00 p.m. On April 21st, theses can be submitted from 8:30 a.m. to noon only.

- 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 be held May 12, 2017, from 2-3pm in the Stude Concert Hall at the Shepherd School of Music's Alice Pratt Brown Hall.
- **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 Bruch 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 Allen Building, Suite 323
Office hours are 8 a.m. - Noon & 1:00 - 4 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 e-mail graduate@rice.edu.