Doctor of Philosophy Checklist

This checklist is to be used so you will know when to complete the forms and when they are due.

1. _____ Attend the Orientation Meeting (Fall applicants; Spring and Summer applicants should see the Academic Program Specialist before the semester starts).

2. _____ During your first semester of the graduate program complete a Supervisory Committee Approval form. To register for the next semester you must have this form submitted before you can get the class numbers.

3. _____ The second semester enrolled in the graduate program the Curriculum Development Plan needs to be completed. To register for the next semester you must have this form submitted before you can get the class numbers.

4. _____ If needed submit, Change of Supervisory Committee Form.

5. _____ If you are a domestic student and you are not going to be registering for Fall or Spring semester you need to complete the Leave of Absence form. You must submit this for every semester that you do not register.

6. _____ Buy a copy of A Handbook for Theses and Dissertations from the Thesis Editor, 302 Park ($4.00). The department has a copy that students can reference in the Academic Program Specialist’s office (108 CME) but must not be removed from the office.

7. _____ After completing your required coursework you schedule the Qualifying exam. The exam must be taken at least two semesters prior to your planned completion date and within three years of starting the PhD program. Submit Report of the Qualifying Examination for the Ph.D., or M. Phil Degree and Recommendation for Admission to Candidacy after you have passed. The date to take the exam by is November 1 for Spring Graduation, February 1 for Summer Graduation, June 1 for Fall Graduation. Students need to be registered for 3 hours the semester they complete their Qualifying Exam.

8. _____ Submit the Program of Study by the dates listed above during your second to last semester of school.

9. _____ Schedule your dissertation defense with your Supervisory Committee. Submit an acceptable draft of your dissertation to your Supervisory Committee at least three weeks before the oral defense. Students must defend three years after their Qualifying Examination.

10. _____ Defend your dissertation at least 3 weeks before the end of the semester (if you would like to defend and have your thesis completed the same semester make sure that you meet the Thesis Editor’s deadline—#11). When you defend and pass you need to submit Report of the Final Examination for Ph.D., Ed.D., or M. Phil. Remember that you must be registered for at least 3 hours of classes the semester you defend.

11. _____ Obtain signatures for Ph.D. Supervisory Committee Approval & Final Reading Approval.

12. _____ Four weeks before the end of the semester you intend to graduate, submit a final draft of your dissertation to the Thesis Editor for format approval. See Graduate School Handbook.