Department of Civil Engineering
GRADUATE PROGRAM CHECKLIST
Ph.D. Degree

NAME: ______________________________________  START DATE: ____________________

___ 1. Meet with your assigned Academic Advisor at the beginning of your first semester to review previous training and develop a proposed program of study.

___ 2. Select a Major Advisor and Advisory Committee. You should select your Major Advisor and Advisory Committee by the end of your second semester in the program. The Committee shall consist of a minimum of five members of the Graduate Faculty (including the Major Advisor). As soon as the committee is formed, submit a completed and signed “Thesis/Dissertation Faculty Committee Form” to the Civil Engineering Graduate Coordinator (henceforth called the Graduate Coordinator).

___ 3. Complete your Qualifying Exam at the end of your second semester or the beginning of your third semester in the program. The qualifying exam consists of an oral examination administered by your Advisory Committee (either as a group or individually).

___ 4. Complete your graduate course work. Students admitted with only a bachelor’s degree must complete 72 semester-hours of coursework, including no more than 12 hours of 6000-level courses and no more than 24 semester-hours of Dissertation (CIVL 9000). Students admitted with a master’s degree must complete 48 semester-hours of coursework, including no more than 6 hours of 6000-level courses and no more than 18 hours of CIVL 9000. All PhD students must take and pass CIVL 8001 and CIVL 8012 in order to graduate.

___ 5. Complete your Comprehensive Exam as soon as all of your coursework is completed. This consists of both a written and an oral component. The written exam usually takes about a week to complete, so schedule appropriately. Once you pass your comprehensive exam, your Advisory Committee will complete and sign a “Comprehensive Examination Results” form (obtained from the Graduate School Forms webpage) and an “Assessment of Comprehensive Exam Results” form (obtained from the Department website) and submit them to the Graduate Coordinator. You will not be allowed to sign up for dissertation (CIVL 9000) until you have passed your Comprehensive Exam and submitted the required paperwork.
6. Write your Dissertation Proposal, in consultation with your Major Advisor. Allow two weeks for your Advisory Committee members to read it and then schedule a meeting with the Committee to defend your proposal. Submit a copy of the approved proposal and a completed “Thesis/Dissertation Proposal Defense Form,” signed by all of the committee members, to the Graduate Coordinator.

7. Complete and submit all required graduation documents during the semester before you intend to graduate. Submit your “Apply to Graduate” form online. Fill out your “Master’s Degree Candidacy Form” online, print it, have your Academic Advisor sign it, then give it to the Civil Engineering Graduate Coordinator along with a “Candidacy Form Signature Page” obtained from the Civil Engineering Department website.

8. Check the Graduate School website for dissertation submission deadlines.

9. Schedule your dissertation defense in consultation with your Advisory Committee. You must formally announce your defense using the “Thesis/Dissertation Defense Announcement Form” online. This form must be submitted three weeks prior to the date of your defense.

10. Submit your dissertation to your Advisory Committee for review at least two weeks prior to your defense date.

11. Defend your dissertation. Once you’ve successfully defended your dissertation, your Advisory Committee will complete and sign a “Thesis/Dissertation Final Defense Results Form” (obtained from the Graduate School website) and an “Assessment of Defense Results” form (obtained from the Civil Engineering Department website) and submit them to the Graduate Coordinator.

12. Make any and all corrections recommended by the Advisory Committee.

13. Submit your corrected thesis as a Word document to the Graduate School for review by e-mailing it to gsgraduateanalyst@memphis.edu from your university e-mail account along with a “Thesis/Dissertation Approval Form,” signed by all of your committee members and a copy of your Thesis/Dissertation Checklist.

14. Make any and all corrections recommended by the Graduate School.


16. Enjoy your new career!

Revised 06/22/16