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 coursework 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 or third semester in the program. The qualifying exam consists of an oral examination administered by your Advisory Committee (either as a group or individually). You must pass the qualifying exam in order to continue in the program.

___ 4. **Complete your graduate course work.** All PhD students must take and pass CIVL 8001 and CIVL 8012 in order to graduate. If you were admitted with only a bachelor’s degree, you must complete 72 semester hours of coursework with no more than 15 hours of 6000-level courses and no more than 24 hours of Dissertation (CIVL 9000). If you were admitted with a master’s degree, you can apply up to 30 semester hours of coursework from that degree toward your Ph.D. by completing a “Transfer Credit Evaluation (Doctoral Program)” form and giving it to the Graduate Coordinator. You must then complete an additional 42 semester hours of coursework with no more than 6 additional hours of 6000-level courses and no more than 18 hours of CIVL 9000.

___ 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. Once you have successfully defended your proposal, your Advisory Committee will complete and sign a “**Thesis/Dissertation Proposal Defense Form**” and submit it 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. Complete your “**Doctoral Degree Candidacy Form**” online, print it out, have your Academic Advisor sign it, and give it to the Graduate Coordinator.

___ 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. **Upload your defended and corrected dissertation** to **ProQuest** by the dissertation review deadline and submit a “**Thesis/Dissertation Approval Form**” signed by all of your committee members and a copy of your “**Thesis/Dissertation Checklist**” directly to the Graduate School. These documents do not need to be signed by the Graduate Coordinator.

___ 14. **Make any and all corrections** recommended by the Graduate School (if needed).

___ 15. **Upload your final corrected dissertation (if needed)** to **ProQuest.** Once your dissertation has been approved on the ProQuest system, go to [https://sed-ncses.org](https://sed-ncses.org) and complete the on-line Survey of Earned Doctorates. Send confirmation of completion to gsgraduateanalyst@memphis.edu.

___ 16. **Enjoy your new career!**

Revised 05/24/18