

**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> and complete the on-line Survey of Earned Doctorates. Send confirmation of completion to [gsggraduateanalyst@memphis.edu](mailto:gsggraduateanalyst@memphis.edu).
- \_\_\_ 16. **Enjoy your new career!**