**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 Committeeshall consist of a minimum of four 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](http://www.memphis.edu/gradschool/resources/forms_index.php)”(obtained from the Graduate School Forms webpage) 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. 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](http://www.memphis.edu/gradschool/resources/forms_index.php)” form (obtained from the Graduate School Forms webpage) and an “[Assessment of Comprehensive Exam Results](http://www.memphis.edu/ce/docs/assessment_of_comprehensive_exam_results.docx)” form **(**obtained from the Department Forms 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](http://www.memphis.edu/gradschool/resources/forms_index.php)” (obtained from the Graduate School Forms webpage) 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](http://www.memphis.edu/gradschool/resources/forms_index.php)” form from your MyMemphis portal. Complete your “[Doctoral Degree Candidacy Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” (obtained from the Graduate School Forms webpage) and **be sure to follow the instructions**! In particular, make sure you include only those credit hours you need to graduate (even if you took more), don’t include more than the maximum number of CIVL 9000 hours you are allowed to count (even if you took more), and include all of your CIVL 9000 hours as a single entry in the semester you started taking CIVL 9000.
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](https://memphis.co1.qualtrics.com/jfe/form/SV_6A3iFZELrGYXohf)” (obtained from the Graduate School Forms webpage). Also, send an e-mail to the Dean’s Office ([dascott@memphis.edu](mailto:dascott@memphis.edu)) with all of the same information you entered into the online form. 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](http://www.memphis.edu/gradschool/resources/forms_index.php)” (obtained from the Graduate School website) and an “[Assessment of Defense Results](http://www.memphis.edu/ce/docs/assessment_of_defense_results.docx)” form **(**obtained from the Department Forms 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](http://www.etdadmin.com/memphis) by the dissertation review deadline and submit a “[Thesis/Dissertation Approval Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” signed by all of your committee members and a copy of your “[Thesis/Dissertation Checklist](http://www.memphis.edu/gradschool/resources/forms_index.php)” directly to [gsgraduateanalyst@memphis.edu](mailto:gsgraduateanalyst@memphis.edu). These documents, found on the Graduate School Forms page, 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](http://www.etdadmin.com/memphis). 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 [gsgraduateanalyst@memphis.edu](mailto:gsgraduateanalyst@memphis.edu).
16. **Enjoy your new career**!