

Ph.D. Checklist

Name: _____

Semester Entered: _____

- ___1. Complete the [Program Planning Form](#) for Temporary Advisory Committee.
- ___2. If English is not your native language, take the [SPEAK Test](#) if necessary. If this exam is not passed, take one of the remedial courses offered by the Graduate School. The SPEAK test must be passed before a Ph.D. degree can be conferred.
- ___3. Meet with Temporary Advisory Committee to review previous training and proposed program of study. Bring Program Planning Form. Meet with temporary or permanent graduate committee near the end of each semester to determine courses to take in the following semester and assess progress in the degree program.

Note: Any modification to academic program hereafter MUST be approved by the committee and an updated Program Planning Form, signed by the committee and dated, must be submitted to the Academic Services Associate for your file.

- ___4. Complete the Master's degree, if admission to the Ph.D. program was based on the assumption that the M.S. or M.A. was to have been complete by the time of admission. This must be done by the end of the first semester.
- ___5. Select a Major Advisor and Permanent Graduate Committee as soon as possible. The Temporary Advisory Committee will be dissolved at the start of Spring Break. You must select your Major Advisor and Permanent Graduate Committee by April 1st. If you fail to do this, a Major Advisor and Permanent Graduate Committee will be assigned to you by the Graduate Coordinator. Submit the [Dissertation Committee Appointment Form](#) to the Graduate Coordinator.
- ___6. Complete courses to remove undergraduate deficiencies by the end of the first year in residence.
- ___7. In consultation with the Major Advisor, write a dissertation proposal. Give a copy of the proposal to your graduate committee members. Allow several days for the committee members to read the proposal. Meet with the graduate committee to discuss the dissertation proposal and/or any modification of course program. Once the final proposal is approved, complete the [Dissertation Proposal Defense Approval Form](#) and deliver it to the Administrative Associate. This should be done as soon as possible, preferably before the end of the 2nd fall semester.
- ___8. Take the Ph.D. Comprehensive Exam at the start of the fifth semester of residence (normally the start of the third fall semester), as determined by your graduate committee. Complete the [Comprehensive Exam Results Form](#) and deliver it to the Administrative Associate.
- ___9. Give a "brown bag" discussing your dissertation research project after completion of the comprehensive exam (normally during the third fall semester). The purpose of the "brown bag" will be to inform others about the scope and nature of your research project and to receive constructive criticism.

- ___10. Complete graduate course work (72 hours beyond the undergraduate degree).
- ___11. Submit two manuscripts for publication in peer-reviewed journals.
- ___12. Apply for graduation. Do this at the start of the semester in which you intend to graduate. Complete the Apply to Graduate and the Candidacy Form and the [online](#). Check the deadline dates at the very beginning of the semester that you intend to graduate.
- ___13. Review and sign the [Defense Authorization Form](#) 30 days prior to the scheduled dissertation defense date. Return this form to the Administrative Associate. Also complete the [Dissertation Defense Announcement Form](#) online at least three weeks prior to the defense date.
- ___14. Defend dissertation. Complete the [Dissertation Defense Results Form](#) and turn the form in to the Administrative Associate.
- ___15. Complete any final revisions to the dissertation. Complete the [Final Dissertation Approval Form](#) and submit it to the Administrative Associate. Submit the final dissertation to the Graduate School electronically.
- ___16. Advisor, in consultation with the committee, must complete the Assessment Rubric Form and submit it to the chair of the Learning Outcomes Committee.

Please Note: Links embedded in this document may change. Consult the [Earth Sciences Student Resources](#) or [Graduate School Forms](#) websites if you have any problems.

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