

CHECKLIST AND CHRONOLOGY FOR Ph.D. CANDIDATES

	<u>Requirements</u>	<u>Time for Completion</u>	<u>Date Completed</u>
1.	Certification to enter Ph.D. program: (a) by master's G&E Committee, or (b) by admission with or without Masters from elsewhere: proof of Masters completion filed	upon entry	_____
2.	Prospective dissertation advisor or assigned temporary advisor Name _____	upon entry	_____
3.	G&E Committee assigned advisor, _____, and	upon entry	_____
4.	First G&E Committee meeting Student prepares: 1) academic and experience resume 2) preliminary course plan 3) research interest	1st semester	_____
5.	Second G&E Committee meeting Student prepares: 1) course plan 2) minor field plan 3) research plan	2nd semester	_____
6.	Advisor recorded	by 2nd semester	_____

Ph.D. Checklist (cont'd.)

	<u>Requirements</u>	<u>Time for Completion</u>	<u>Date Completed</u>
7.	Qualifying & Assessment Exam passed	by end of 2 nd semester	_____
8.	Ph.D. minor	approval before prelim warrant is requested	
	Option A: (10 credits, single field)		
	Approved by minor professor _____		_____
	Name		
	Option B: (10 credits, distributed minor)		
	Approved by G&E Committee		_____
	Filed in student's record		_____
9.	Completion of appointment of 5 member Ph.D. Committee	before prelims	_____
10.	Annual meeting of G&E/Ph.D. Committee	at least once each year	
		2 nd year	_____
		3 rd year	_____
11.	All incompletes removed	before prelims	_____
12.	Preliminary examination Student presents	by end of 3 rd year	
	1) dissertation prospectus (in advance)	(5th year if no M.S.)	_____
	2) oral summary		_____
	3) warrant (from Graduate School, ask Department Graduate Secretary)		_____
13.	Admission to dissertator status	by end of 3 rd year	_____

Ph.D. Checklist (cont'd.)

	<u>Requirements</u>	<u>Time for Completion</u>	<u>Date Completed</u>
14.	Dissertation defense	within 5 years of passing the preliminary exam	_____
15.	Dissertation completion checklist:		
a.	all incompletes removed	before defense	_____
b.	credits verified (Grad. School)	before defense	_____
c.	procure Ph.D. warrant from Graduate School office (get form from Department Graduate Secretary)	3 weeks before defense	_____
d.	draft dissertation submitted to Ph.D. examining committee	one month before defense	_____
e.	present public, oral summary of research	before defense	_____
f.	submit signed Ph.D. warrant to Graduate School	after defense	_____
g.	submit final copy of dissertation to Graduate School for approval	after defense	_____
h.	arrange with Museum Curator for deposit of dissertation and selected dissertation materials	after defense	_____
i.	return keys and Department property and leave forwarding address		_____
j.	make arrangement with the Department computer personnel regarding your computer files and forwarding email address.		_____

Note: Before beginning preparation of any final typing or drafting for dissertation, candidate should obtain the packet from the Graduate School (217 Bascom) giving instructions on dissertation format and preparation. The rules are detailed and strictly enforced by the Graduate School and Memorial Library.