

Ph.D. Program Student Checklist

Admission

- Admission Letter
- Visa (International Only)
- Submit Assistantship Application Form
- Received Assistantship Offer Letter
- Research Compliance Training
- Social Security Number (International Only)
- Attend Graduate College orientation
- Apply for tuition waivers
- Register for Classes
- Meet with graduate advisor or faculty advisor
- Appointment for First Semester

First Semester

- Meet with Advisor to Discuss Plan of Study and Form Supervisory Committee
- Identify when the General Exam I will be taken
- Submit Plan of Study (including Supervisory Committee)
- Register for Classes for 2nd Semester
- Apply for Tuition Waivers
- Appointment for Second Semester

Second Semester

- Register for Classes for 3rd Semester
- Tuition waivers and Appointment for Third Semester

Semester when Taking General Exam I

- Respond to Request for PhD Exam Applicants Providing Examination Subjects
- Take General Exam I
- If Successful in General Exam 1, Apply for Admission to Candidacy

One semester before graduation and at least before the end of 3rd Semester after Completing General Exam I

- General Exam II: Dissertation Proposal Defense
- Dissertation Proposal and Proposal Form Submitted to Anastasia Calnick, Department Program Assistant

Semesters When Dissertation Credits are Taken

- Dissertation Progress Review
- Register for Classes
- Tuition Waivers and Appointment for Next Semester

Semester Before Graduation

- Submit Application for Degree (this form needs to be reviewed prior to submission)
- Submit Revised Plan of Study (if necessary)

Final Semester

- Submit Dissertation to Advisory Committee Two Weeks Prior to Defense
- Graduate College Review of Dissertation
- Dissertation Defense
- Check that Committee Review of Student Performance Forms Submitted
- Dissertation Submitted to Graduate College