

## CHECKLIST FOR DOCTOR OF PHILOSOPHY REQUIREMENTS

It is the responsibility of the student to keep this form up to date and to meet all requirements in a timely fashion. Some departments may have requirements in addition to those listed in this guide and checklist. Check your program's handbook.

DATE	PROCEDURE
_____	Program Entry Date (Semester/Year)
_____	Major Advisor Selected
_____	Advisory Committee Selected, Approved by Chair and submitted to School of Graduate Studies
_____	Coursework Proposal Approved and Submitted to School of Graduate Studies
_____	Research Proposal Approved and Submitted to School of Graduate Studies
_____	Research Tool Requirement #1 Fulfilled
_____	Research Tool Requirement #2 Fulfilled
_____	First Examination Passed
_____	Second Examination Passed
_____	Admission to Candidacy
_____	Obtained Thesis/Dissertation Instruction Booklet from School of Graduate Studies
_____	Advisor Approved Draft of Dissertation Submitted to Members of Advisory Committee (5 weeks before Final Oral Examination)
_____	Signed Dissertation Approval Form Submitted to School of Graduate Studies (3 weeks before Final Oral Examination)
_____	Date of Final Oral Examination Scheduled with School of Graduate Studies, Advisory Committee and Readers
_____	Readers for Final Oral Examination Selected and Approved by the School of Graduate Studies
_____	Corrected draft copy of Dissertation Submitted to School of Graduate Studies and Readers (2 weeks before Final Oral Examination)
_____	Faculty Agreement Form – Date and Time of Final Oral Examination Submitted to the School of Graduate Studies
_____	Final Oral Examination Announcement Mailed
_____	Final Oral Examination Passed
_____	Three Final Copies of Dissertation on Crane's Thesis Paper Submitted to School of Graduate Studies (1 week prior to graduation)
_____	Completed Survey of Earned Doctorates Booklet Submitted to School of Graduate Studies
_____	Completed UMI Form Submitted to School of Graduate Studies (microfilming of dissertation)
_____	Completed Library Binding Form Submitted to School of Graduate Studies
_____	Application for Graduation Submitted to School of Graduate Studies
_____	Graduate Survey Submitted to School of Graduate Studies