

Checklist for Ph.D. Students

ACTION	WHEN TO BE DONE	PERSON RESPONSIBLE	DATE COMPLETED
1. Take Graduate Record Exam or Graduate Management Admission Test, TOEFL For International students	Before Admission	Student	_____
2. Temporary advisor	<u>First Semester</u> Before Enrollment.	Department Head	_____
3. Develop research interest	During <u>first semester</u> .	Student/Temporary Advisor	_____
4. Select specialization and tentative courses	During <u>first semester</u>	Student/Temporary Advisor	_____
5. Qualifying Exams—written and oral	During <u>second semester</u> of full-time study or prior to completing 12 credit hours. Submit supplementary materials when exam scheduled.	Graduate Studies Committee	_____
6. Continue coursework	During <u>second semester</u>	Student/Temporary Advisor	_____
7. Select major advisor	Within one month after passing the Qualifying Exam.	Student/Department Head	_____
8. Select advisory committee	Within one month after passing Qualifying Exam.	Student/Major Advisor/Department	_____
9. a. Plan of Study	Within the same semester Qualifying Exams are passed.	Student/Advisory Committee	_____
b. Plan of Study meeting.	Within the same semester Qualifying Exams are passed.	Student/Advisory Committee	_____
c. Present original signed copy to Graduate Coordinator to be forwarded Electronically to Dean of Graduate School.	Within the same semester Qualifying Exams are passed.	Student/Departmental Secretary	_____
10. Continue coursework	During <u>third semester</u>	Student/Advisor	_____
11. Complete coursework	During <u>fourth semester</u>	Student/Advisor	_____
12. Begin developing proposal	During <u>fourth semester</u>	Student/Advisor	_____
13. Schedule Preliminary Examination.	When course work is nearing completion, approximately 9 months before expected date of graduation.	Student/Advisory Committee	_____
14. Schedule time and place for preliminary oral examination. Submit Request to Admit to the Preliminary Exam	<u>Fifth semester</u> . At least two weeks prior to the exam date.	Student/Major Advisor	_____
15. Written and oral preliminary exams taken. Graduate School notified of pass.	Approximately 9 months prior to graduation	Administered by Advisory Committee	_____
16. Proposal meeting and	Upon successful completion	Student/Advisory Committee	_____

Approval. Form signed & copy of proposal filed in AHRM Office	of preliminary examination		
17. Submit and receive Human Subjects approval	After proposal is approved	Student/Advisor	_____
18. Proceed with research.	After proposal is approved	Student/Advisory Committee	_____
19. Provide copy of to major advisor.	<u>Sixth semester.</u> Four weeks prior to orals.	Student/Major Advisor	_____
20. Apply for graduation.	According to deadline in Graduate Catalog	Student/Major Advisor	_____
21. Pay graduation fees	Upon receiving authorization.	Student	_____
22. Submit Request to Admit Candidate to Final Defense	Two weeks prior to defense	Student/Major Advisor	_____
23. Provide final draft of dissertation for final examination	Two weeks prior to orals for major advisor; and other committee members.	Student	_____
24. Circulate announcement (including abstract) of final examination to AHRM faculty.	One week before final examination	Student/Major Advisor/ Department Secretary.	_____
26. Final examination including public presentation	Consult Graduate School for deadline	Student/Advisory Committee	_____
27. Copy card for department and return to Graduate School.	On day of final examination	Student	_____
28. Title page and Electronic Thesis & Dissertation form signed by committee	Final changes are finished	Student	_____
29. Submit ETD to Dean Of Graduate School Graduate School	Within two weeks after oral examination. Consult with Graduate School for deadline	Student	_____
30. Receive clearance of electronic dissertation from Graduate School	Prior to Graduate School deadline.	Student	_____
31. Submit copy for binding to Department Secretary	When title page signed	Student	_____