

## Ph.D. Degree Program Checklist

### End of First Year

- ( ) Choose major professor and file appropriate form

### End of Second Year/Beginning of Third Year

- ( ) Choose Advisory Committee and file appropriate form
- ( ) Complete Program of Study form
- ( ) Write comprehensive exam
- ( ) Complete oral comprehensive exam (Graduate School must be given two weeks notice of date).
- ( ) Have dissertation prospectus approved by Advisory Committee
- ( ) Complete and submit Admission to Candidacy form
- ( ) Submit copy of approved proposal to Grady Graduate Studies Office
- ( ) Pick up the dissertation typing and format instructions from Graduate School
- ( ) Apply to graduate (two terms before expected graduation)

(The Graduate School has a six year deadline for completing the above. It is hoped our students will complete these requirements well in advance of this deadline.)

### End of the Third Year

- ( ) Enroll for dissertation credit for each semester after admission to candidacy
- ( ) Write dissertation
- ( ) Defend dissertation (Graduate School must be given two weeks notice of date).
- ( ) Submit results of dissertation defense and approved copy of dissertation to Graduate School for style and format check
- ( ) Submit abstract, bind dissertation and provide copies to the Library

(A candidate for the doctoral degree who does not complete all degree requirements within five years after passing the comprehensive exams and being admitted to candidacy will be required to retake the exams and be readmitted to candidacy a second time. It is hoped our students will complete their dissertations well in advance of this deadline.)

- ( ) All requirements must be completed and reported to the Graduate School at least one week before graduation

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\*Deadlines and other pertinent information is provided by the Graduate School. Forms (available to students from Graduate School website) and the *Graduate Bulletin*. Students are responsible for being informed, for completing and submitting required forms in an accurate and timely manner, and for meeting all deadlines.