

PH.D. CHECKLIST

NAME _____ Date Entered _____

- ___ 1. Be formally admitted to the Ph.D. program. (This is not the same as admission to the Graduate School. Students admitted with an M.S./M.A., or M.S./M.A. pending, are considered “admitted to the Ph.D. program”.)
- ___ 2. Complete Program Planning form for Temporary Advisory Committee.
- ___ 3. Meet with Temporary Advisory Committee during registration of the first semester to review previous training and proposed program of study. Bring Program Planning form. Meet with temporary or permanent graduate committee near the end of each semester to determine courses to take in the following semester and assess progress in degree program.

NOTE: Any modification to academic program hereafter **MUST** be approved by the committee and an updated Program Planning form, signed by the committee and dated, must be submitted to the Academic Services Associate for your file.

- ___ 4. Take the SPEAK test given by the Center for Academic Excellence at the start of the fall semester if English is not your native language. If this exam is not passed, take one of the remedial courses offered by the Graduate school. The English Proficiency exam must be passed before a Ph.D. degree can be conferred.
- ___ 5. Select Major Advisor and permanent graduate committee as soon as possible. The Temporary Advisory Committee will be dissolved at the start of Spring Break. You must select your Major Advisor and graduate committee by April 1st. If you fail to do this, a Major Advisor and permanent graduate committee will be assigned to you by the Graduate Coordinator. Submit Composition of Thesis/Dissertation Committee form to the Academic Services Associate.
- ___ 6. Complete courses to remove undergraduate deficiencies by the end of the first year in residence.
- ___ 7. Complete Master’s degree, if admission to Ph.D. program was based on the assumption that the M.S. or M.A. was to have been completed by the time of admission. This must be done by the end of the first semester.
- ___ 8. Take the Qualifying Exam at the start of the third semester of residence (normally the start of the second fall semester). The student’s committee must submit to the Graduate Coordinator (copy to the Academic Services Associate) a written evaluation of the student’s progress, deficiencies, and recommendations/plans to remedy any deficiencies.
- ___ 9. In consultation with the Major Advisor, write a dissertation proposal. Give a copy of the proposal to the members of your graduate committee. Allow several days for the committee members to read the proposal. Meet with the graduate committee to discuss the dissertation and/or any modification of course program. Submit approved copy of proposal, signed by the committee and dated, to the Academic Services Associate. This should be done as soon as possible, preferably before the end of the second fall semester.

- ___ 10. Present research at a professional meeting or the Student Research Forum in the second spring term.
- ___ 11. Take the Ph.D. Comprehensive Exam at the start of the fifth semester of residence (normally the start of the third fall semester). The student's committee must submit to the Graduate Coordinator a written evaluation of the student's progress, deficiencies, and recommendations/plans to remedy any deficiencies.
- ___ 12. Give a "brown bag" discussing your research after the 2nd fall semester but before the end of the 3rd spring semester. The purpose of the "brown bag" will be to inform others about your research project and progress and to receive constructive criticism.
- ___ 13. Complete graduate course work (72 hours).
- ___ 14. Submit two manuscripts for publication in peer-reviewed journals.
- ___ 15. Apply for graduation. Do this at the start of the semester in which you intend to graduate (check exact deadlines at <http://academics.memphis.edu/gradschool/>). Fill out the Candidacy form and the Intent to Graduate card exactly as specified in the Graduate Catalog and submit directly to the College Director of Graduate Studies. The forms are available at www.people.memphis.edu/~gradsch/forms.html.
- ___ 16. Review and sign the Defense Authorization form 30 days prior to the scheduled thesis defense date. Return this form to the Academic Services Associate.
- ___ 17. Defend dissertation.
- ___ 18. Submit three copies of your dissertation plus one extra abstract to the Graduate School. Give a copy of the title page and abstract, plus number of pages, references, plates and the number, type, and scale of fold-out maps, to the Academic Services Associate for inclusion in the GeoRef Information System.