

## PROGRAM CHECKLIST

Following is a checklist for the Ph.D. degree program which outlines, in sequence, a series of recommended steps for completing the degree program. This checklist may be used as a guide to help plan activities throughout the program. **Each year, the Graduate School publishes a listing of key dates that a student is responsible for meeting.**

- \_\_\_\_\_ 1. Attend department Graduate Student Orientation at the beginning of the first semester of the program. The orientation provides a comprehensive explanation of degree requirements, academic policies and regulations, and procedures for completing the program.
- \_\_\_\_\_ 2. If eligible, submit a written request for waiver and/or substitutions of any required core course to the Director of Graduate Studies prior to completing 12 credit hours.
- \_\_\_\_\_ 3. Select a doctoral committee and chair to assist in the development of individualized study plan.
- \_\_\_\_\_ 4. File completed/authorized study plan with the Director of Graduate Studies.
- \_\_\_\_\_ 5. Complete all coursework.
- \_\_\_\_\_ 6. Meet with doctoral committee to arrange for comprehensive exams.
- \_\_\_\_\_ 7. Complete comprehensive exams and oral defense of exams.
- \_\_\_\_\_ 8. Select dissertation committee and chair and with consultation develop dissertation proposal.
- \_\_\_\_\_ 9. Submit dissertation proposal to committee for approval. If human subjects will be involved, you must also apply to department and campus human subjects review committees for approval.
- \_\_\_\_\_ 10. Following approval of dissertation proposal and human subjects review, begin dissertation research.
- \_\_\_\_\_ 11. Submit form requesting appointment of doctoral dissertation examining committee to Graduate School (at least 90 days prior to defense).
- \_\_\_\_\_ 12. Complete research and prepare dissertation manuscript. Then, submit manuscript to dissertation chair for review and revise as necessary.
- \_\_\_\_\_ 13. Apply for diploma. **THERE IS A SPECIFIC DEADLINE FOR SUBMITTING THIS FORM.** Consult the card titled **IMPORTANT DATES FOR ADVISORS AND STUDENTS** available from the Graduate School.
- \_\_\_\_\_ 14. Submit dissertation manuscript to other members of your dissertation committee for review and revise as necessary.
- \_\_\_\_\_ 15. Schedule and complete oral defense of doctoral dissertation.
- \_\_\_\_\_ 16. By the Graduate School deadline, submit two copies of your dissertation to the Graduate School and at least two copies for binding to the Dean's Office of the College of Health and Human Performance. There is a charge for additional copies. All members of the dissertation committee should receive bound copies of the dissertation. All members of the dissertation committee should receive bound copies of the dissertation.