STUDENT NAME_____ ID NO. _____
Last   First

PROGRAM NAME_____

DATE COMPLETED		REQUIREMENT

1. _____ ☐ Admitted to doctoral study (Policy 3.1)

2. _____ ☐ Program of study submitted during 1st term (Policy 3.2.1). Submit required Permission to Take Undergraduate Course form prior to registering for each 4000-level course on program of study (Policy 2.2.2, item 2). Submit transfer credit request, if applicable (Policy 3.3).

3. _____ ☐ Doctoral committee established and approved **in writing** by major advisor, academic unit head, and Office of Graduate Programs (OGP) no later than 60 days prior to comprehensive exam (Policy 3.2.3):

NAME	DEPARTMENT	NAME	DEPARTMENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____		

4. _____ ☐ Clinical Proficiency Exam (CPE) (Policies 3.2.2 and 3.2.4)

5. _____ ☐ Second year student review (Policy 3.2.4)

6. _____ ☐ Comprehensive exam (usually summer of 3rd year) (Policy 3.2 and 3.2.2)

7. _____ ☐ Admission to doctoral candidacy (Policy 3.2.4)

8. _____ ☐ DRP proposal (**not** a defense) approved by established committee (Policy 2.6.1)

9. _____ ☐ DRP registration (at least 3 credit hours every semester except the last semester per deadlines in Policy 4.10) required every semester beginning with summer semester of 2nd year **and** every semester thereafter (including summer) until OGP accepts approved DRP (Policy 3.2.3). Minimum of 12 semester credit hours of PSY 6998 Dissertation Research Project (Policy 3.2):

SEMESTER	CREDITS	SEMESTER	CREDITS	SEMESTER	CREDITS
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

10. _____ ☐ Apply for APA-approved internship (not graduate policy). Seek assistance from clinical training office.

11. _____ ☐ Print and bring several sample pages from each section of DRP to OGP for initial format/layout check (sample title page; signature page; table of contents; pages with tables, figures, photos; references; appendices).

12. _____ ☐ Go to https://www.fit.edu/office-of-graduate-programs/forms-and-documents/ to access and complete ETD Access form (requires advisor signature). Information at: http://libguides.lib.fit.edu/etd, or specific questions, contact Nancy Garmer at ngarmer@fit.edu.

13. _____ ☐ DRP distributed to committee for review at least one month prior to defense (Policy 2.6.4). OGP full format check.

14. _____ ☐ DRP defense announcement submitted to OGP at least two weeks prior to defense date. Unannounced defenses are illegal and must be held again (Policy 2.6.4).

15. _____ ☐ DRP defense (Policy 2.6.4)

16. _____ ☐ DRP poster presentation at PsyD awards ceremony (not graduate policy)

17. _____ ☐ Bring entire DRP to OGP to check compliance with requirements **prior** to making copies or uploading to ETD submission site.

18. _____ ☐ Submit archival copy of dissertation to Evans Library for inclusion in scholarship repository (required): pdf/A file of **final** DRP with **unsigned** signature page. File name must include your name and graduation year (example: JONES-DRP-YEAR). Submit pdf/A to ETD at http://etd.lib.fit.edu.

19. _____ ☐ Submit to OGP per announced deadline (Policy 4.10): **Signed** signature page; completed ETD Access form (see item 12 above).

DRP ACCEPTANCE BY OGP BY ANNOUNCED TURN-IN DATE IS REQUIRED FOR GRADUATION

20. _____ ☐ DRP requirement satisfied prior to internship match.

21. _____ ☐ Coursework completed (minimum 123 semester credit hours [Policy 3.2])

22. _____ ☐ Residency satisfied (4 year minimum registration at Florida Tech [Policy 3.2])

23. _____ ☐ Petition to Graduate submitted to Registrar at least 21 weeks prior to graduation date. Confirm submission deadline in Academic Calendar. Late fee if petition is submitted past the deadline.

24. _____ ☐ Internship (2,000 clock hours [Policy 3.2])

FLORIDA'S STEM UNIVERSITY

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