

Doctoral Program Checklist

Student _____ Student Number _____ Prog _____

- | <u>Date Completed</u> | <u>Requirement</u> |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. _____ | Entrance |
| 2. _____ | Preliminary Comprehensive (EE, Physics, Space Sciences) |
| 3. _____ | Program of Study Submitted during 1st or 2nd term (Policy 2.2.1) |
| 4. _____ | Coursework Completed (Policy 2.2.2) |
| 5. _____ | Doctoral Cmtee established & approved IN WRITING by Major Advisor, Academic Unit Head, and Office of Graduate Programs no later than 60 days prior to Comprehensive Exam (Policy 2.3.1) |
| | Name _____ Dept _____ |
| | _____ |
| | _____ |
| | _____ |
| | _____ |
| | Outside Mbr _____ |
| 6. _____ | Comprehensive Exam (ask your advisor if your Comprehensive Exam will be written or oral or both) <u>EXAM MUST BE COMPLETED NO LATER THAN 1 CALENDAR YEAR PRIOR TO GRADUATION</u> (Policy 2.4.3) |
| 7. _____ | • Written Comprehensive – submit any paperwork required by your program – Department Secretary should know |
| 8. _____ | • Oral Comprehensive Announcement ("the yellow form") sent to the Office of Graduate Programs (no later than 2 weeks in advance) (Policy 2.4.2) (<u>Unannounced oral exams are illegal and must be held again!</u>) |
| 9. _____ | Language Exam (Chem) [<i>Required by Academic Unit, not Grad Policy</i>] |
| 10. _____ | Dissertation Proposal Conference (NOT a defense) (held <u>after</u> Comprehensive Exam [Policy 2.6.1]) |
| 11. _____ | Admission to Candidacy (after Comprehensive Exam(s) & Proposal Conference [Policy 2.5]) |
| 12. _____ | Dissertation Registration (at least 3 hours every semester except the last semester according to deadlines in Pol 4.10): |
| | • Required from 1st semester after Admission to Candidacy (including summer) until Office of Graduate Programs accepts minimum 5 copies of approved dissertation. (Policy 2.6.4) |
| | • Required every semester thereafter (including summer) until OGP accepts five copies of dissertation (Policy 2.6.2) |
| | • TOTAL of 24 Credit Hours Research and Dissertation toward the 78 hrs req'd (Policy 2.2.2) |
| | • Minimum of 15 hours of DISSERTATION after Admission to Candidacy (Policy 2.2.2) |
| | Sem _____ Credits _____ Sem _____ Credits _____ Sem _____ Credits _____ |
| | Sem _____ Credits _____ Sem _____ Credits _____ Sem _____ Credits _____ |
| | Sem _____ Credits _____ Sem _____ Credits _____ Sem _____ Credits _____ |
| | Sem _____ Credits _____ Sem _____ Credits _____ Sem _____ Credits _____ |
| 13. _____ | Bring first few pages of dissertation to Office of Graduate Programs to check format/layout at S302, Phone Ext 8137 |
| | • Print and bring page the first time you insert a table or figure or any other exhibit to check format and layout |
| 14. _____ | Research satisfied (minimum one calendar year of research/dissertation registration [Policy 2.4.3]) |
| 15. _____ | Petition to Graduate submitted (at least 21 weeks prior to graduation.) Confirm submission deadline in "Calendar of Events" at front of current catalog. \$30 late fee. \$60 if petition is submitted during the semester of graduation. |
| | • Recommend paying binding/microfilming fees at the time the Petition to Graduate is submitted to the Registrar. |
| 16. _____ | Residency satisfied (2 year minimum registration at Florida Tech [Policy 2.7]) |
| 17. _____ | Dissertation distributed to Committee for review at least 1 month prior to defense (Policy 2.6.4) Last OGP precheck |
| 18. _____ | Dissertation Seminar (if any — department requirement, not graduate policy) |
| 19. _____ | Dissertation Defense Announcement ("the yellow form") sent to the Office of Graduate Programs at least 2 weeks prior to defense date . (<u>Unannounced defenses are illegal and must be held again!</u>) |
| 20. _____ | Get Microfilm Agreement and Survey of Earned Doctorate forms from Office of Grad Programs (essential!) |
| 21. _____ | Dissertation Defense |
| 22. _____ | Payment of Binding fee (required 5 = \$75, extras @ \$15) and additional \$75 microfilming fee (if not paid earlier) |
| 23. _____ | Bring entire dissertation to Office of Graduate Programs to check layout and compliance with requirements PRIOR to making copies |
| 24. _____ | Submit to the Office of Graduate Programs: |
| | • Microfilm Agreement Form |
| | • 1 extra title page & abstract (350 word max or THEY will edit 1 copy) in a separate individual envelope |
| | • Survey of Earned Doctorate Form |
| | • At least 5 copies of Dissertation in individual envelopes (per announced Office of Graduate Programs deadline) |