

OEMS Graduate-Student Program Checklist

The purpose of this document is to help the graduate student and his/her major advisor track the student's progress toward completing the requirements for graduation in the thesis-based MS and the Ph.D. degree-programs of the Department of Ocean Engineering and Marine Sciences, Florida Institute of Technology. The student and the major professor (Advisor) must sign when each step is accomplished.

Student Name: _____ Major Advisor: _____

Program: _____

1. Preliminary Conference. Student meets with his/her major advisor for a preliminary conference. This is the time to discuss deficiencies, transfer credits, etc. Use the [OEMS Form I](#) "Preliminary Conference" for that meeting.

2.

Date accomplished: _____ Student: _____ Advisor: _____

3. Completion of Program Plan. A "Master's Program Plan" or "College of Engineering and Sciences Ph.D. Program of Study" has to be approved and submitted the OEMS Departmental Office by the end of the first semester. Approved changes can be submitted later using a "Request Change in Graduate Program Plan." All forms related to the program plan are found on the Registrar's [website](#).

Date accomplished: _____ Student: _____ Advisor: _____

4. Formation of Thesis of Dissertation Committee. Student and major professor forms the student's thesis or dissertation committee. MS students must form their committee before the end of the first semester. Ph.D. students must form their committee before the end of the second semester. MS committees consist of three members: two internal and one external. Ph.D. committees must consist of four members: three internal and one external. Use "Establishment of Master's or Specialist Committee" form or "[Establishment of Ph.D. Committee](#)" form. This form replaces the original OEMS II form previously shown in the handbook.

Date accomplished: _____ Student: _____ Advisor: _____

5. End of Semester Committee Meeting. After the formation of the student's committee, the MS or Ph.D. student is required to meet with his/her committee once each semester. Complete the OEMS "[Report of the Graduate Advisory Committee Meeting](#)" form.

Date accomplished: _____ Student: _____ Advisor: _____

6. Ph.D. Comprehensive Examination. Ph.D. students are required to complete their comprehensive exam by the end of their 4th semester (excluding summer semesters.) Should they not pass, they must retake the exam in the 5th semester. Comprehensive examinations are administered by the GPC. The major professor informs the OEMS Departmental Office to initiate the process of conducting the student’s comprehensive examination. Examination Forms are handled by the student coordinators, in coordination with the OEMS Office. Student Coordinators will create the form and email it to the major advisor. Once the form is signed, the major advisor gives the document to the Department Head’s office for signature. Departmental office will forward the document to Graduate Programs. *Students are not allowed to handle any exam form at any time.*

Date accomplished: _____ Student: _____ Advisor: _____

7. Thesis or Dissertation Proposal Defense. All thesis and dissertation students must pass a proposal defense. For Masters students, OEMS Form III “[Thesis Title and Proposal Approval](#)” and OEMS Form IV “[Admission to Candidacy](#)” must be completed and given to the OEMS departmental office. For Ph.D. students, a “Doctoral Dissertation Proposal Conference Report and/or Application to Doctoral Candidacy” will be generated by the Student Coordinators and emailed to the major advisor. Once the form is signed, the major advisor gives the document to the Department Head’s office for signature. Departmental office will forward the document to Graduate Programs. *Students are not allowed to handle any exam form at any time.*

Date accomplished: _____ Student: _____ Advisor: _____

8. Registration for Thesis or Dissertation Credits. Once the MS/Ph.D. student passes the proposal defense, he/she registers for thesis/dissertation until he/she graduates. *MS and Ph.D. students cannot register for thesis/dissertation until after they pass their proposal defense.*

Date accomplished: _____ Student: _____ Advisor: _____

9. Thesis or Dissertation Defense. The student must give his/her committee a minimum of four weeks to review the thesis or dissertation before the scheduled defense. At the beginning of this 4-week period, the student submits the thesis/dissertation to his/her committee; the top portion of [OEMS Form V](#) “Approval for Thesis/Dissertation Presentation and Final Exam” must be signed and dated by each member of the committee. After two weeks, the bottom portion of Form V needs to be completed. *Form V must be completed a minimum of two weeks prior to the final MS or Ph.D. defense.* The student submits the completed Form V to the OEMS Departmental office.

Student Coordinators will be asked to create an “Oral Announcement Form” and the OEMS departmental office will forward the form to Graduate Programs a minimum of 2 weeks prior to defense. The Student Coordinator’s office will produce the final program exam and email it to the major advisor who will carry it to the defense. After committee signs the form, the major advisor gives the document to the Department Head’s office for signature. Departmental office will forward the document to Graduate Programs. *Students are not allowed to handle any exam form at any time.*

Date accomplished: _____ Student: _____ Advisor: _____

10. Thesis or Dissertation Seminar. The MS or Ph.D. student must present a departmental seminar **before** the thesis or dissertation defense is conducted. With the approval of his/her major professor, the student schedules his/her seminar with the seminar coordinator.

Date accomplished: _____ Student: _____ Advisor: _____