

Doctoral Program Checklist

Student _____ Student Number _____ Program _____

- | <u>Date Completed</u> | <u>Requirement</u> |
|-----------------------|---|
| 1. _____ | Admitted to Doctoral Study (Policy 2.1) |
| 2. _____ | Diagnostic/ Qualifying Exam (if any — department requirement, not graduate policy.) |
| 3. _____ | Program of Study submitted during 1 st or 2 nd term (Policy 2.2.1). Submit required “Permission for Graduate Student to Take Undergraduate Course” prior to registering for each 4000-level course on Program of Study (Policy 2.2.2, item 2) |
| 4. _____ | Coursework Completed (Policy 2.2.2) |
| 5. _____ | Doctoral Committee established & 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 2.3.1) |
| | Name _____ Dept _____ |
| | _____ |
| | _____ |
| | _____ |
| | Outside Member _____ |
| 6. _____ | Comprehensive Exam (ask your advisor if your exam will be written, oral or both) <i>EXAM MUST PASSED AT LEAST 1 CALENDAR YEAR PRIOR TO GRADUATION</i> (Policy 2.4.3). See also 5-year Statute of Limitations (Policy 2.8) |
| 7. _____ | • Written Comprehensive – submit any paperwork required by your program – Department Secretary should know |
| 8. _____ | • Oral Comprehensive Announcement delivered 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. _____ | Dissertation Proposal Conference (NOT a defense) (held after Comprehensive Exam [Policy 2.6.1]) |
| 10. _____ | Admission to Candidacy (after Comprehensive Exam(s) & Proposal Conference [Policy 2.5]) |
| 11. _____ | Dissertation Registration (at least 3 hours every semester except the last semester per deadlines in Policy 4.10): |
| | • Required from 1st semester after Admission to Candidacy (including summer) until OGP accepts approved dissertation. (Policy 2.6.2) |
| | • Required every semester thereafter (including summer) until OGP accepts approved dissertation (Policy 2.6.2) |
| | • TOTAL 18 Credit Hours Research/Dissertation towards 72 hrs req'd (Policy 2.2.2) (or 24 hrs. towards 78 hrs req'd) |
| | • Minimum of 15 hours of XXX 6999 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 _____ |
| 12. _____ | Print and bring several sample pages from each section of dissertation to OGP to check format/layout. |
| | • Sample Title Page; Signature Page; Table of Contents; pages with tables, figures, photos etc.; References; Appendices |
| 13. _____ | Research satisfied (minimum one calendar year of research/dissertation registration [Policy 2.7]) |
| 14. _____ | 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. |
| | • Recommend paying binding/publishing fees at the time the Petition to Graduate is submitted to the Registrar. |
| 15. _____ | Residency satisfied (2 year minimum registration at Florida Tech [Policy 2.7]) |
| 16. _____ | Dissertation distributed to Committee for review at least 1 month prior to defense (Policy 2.6.4). OGP full format check. |
| 17. _____ | Dissertation Seminar (if any — department requirement, not graduate policy) |
| 18. _____ | Dissertation Defense Announcement submitted to OGP at least 2 weeks prior to defense date. |
| | <u>Unannounced defenses are illegal and must be held again!</u> (Policy 2.6.4) |
| 19. _____ | Go to http://www.fit.edu/grad-programs/forms.php to access and complete 1) Survey of Earned Doctorates and 2) “ETD Access Form” (requires advisor signature). For information about the Scholarship Repository: http://libguides.lib.fit.edu/etd or specific questions contact Ashley Huser at ahuser@fit.edu . |
| 20. _____ | Dissertation Defense (Policy 2.6.4) |
| 21. _____ | Payment of <u>Binding</u> fee (\$20 each) and additional \$100 publishing fee (if not paid earlier) |
| 22. _____ | Bring <u>entire dissertation</u> to OGP to check compliance with requirements PRIOR to making copies or uploading to ETD submission site |
| 23. _____ | Submit archival copy of dissertation to Evans Library for inclusion in Scholarship Repository of Florida Tech (required): |
| | • Prepare pdf/A file of <i>FINAL</i> dissertation with unsigned Signature Page. |
| | • File name must include your name and graduation year (Example: JONES-DISSERTATION-YEAR) |
| | • Submit pdf/A to ETD submission site at http://etd.lib.fit.edu . |
| 24. _____ | Submit to the Office of Graduate Programs (per announced OGP deadline): |
| | • Minimum required number of printed copies of Dissertation in individual unsealed envelopes. (Policies 2.6.4 and 4.10) |
| | • <i>Signed</i> Signature Page |
| | • Completed “ETD Access Form” (see item 19 above) |
| | • Survey of Earned Doctorates Certificate of Completion (see item 19 above) |