

PhD “Check List”

Last Name: _____ First Name: _____

Matriculation Date: _____ Expected Graduation Date: _____

Preliminary Advisor: _____ Area of Interest: _____

Special Advisory Committee: _____

PhD “Steps”: Candidacy: _____ Oral Exam: _____ Thesis Proposal: _____

In the first week:	Submit proposed 1 st Year Course Schedule (available on bannerstudent) to the Graduate Programs Office (Room M103) approved by your advisory committee.
Before the second term:	Submit proposed PhD Program Plan (available on bannerstudent) to the Graduate Programs Office for all PhD courses, approved by your Advisory Committee. Course Equivalence Form (available on the Thayer website or in M103) with approvals should be submitted for course transfers.
After three terms*: (* 1-2 terms with prior MS degree.)	Consideration for PhD candidacy. Minimum of “B” average in courses (6) and research required for consideration by faculty, plus comments from advisor. Possible outcomes: <ul style="list-style-type: none"> • Advance to candidacy (stipend increase) • Postpone candidacy by 3 months • Transfer to MS program
Within 6 months of PhD candidacy:	Oral Qualifying Examination by a committee appointed by PhD program director (candidate indicates area and may suggest committee members). The Oral Qualifying Exam form (available on the Thayer website or in M103) with committee action indicated, must be signed by exam committee members upon completion. If exam is failed a second attempt is allowed and must be made within 3 months. No third attempt is allowed.
Within 3 months of the Oral Examination	Form Ph.D. Thesis Committee in consultation with your advisor (see page 58 of the Guide to Programs and Courses). Send to the Registrar for approval.
Within 18 months of candidacy:	Two (2) weeks in advance of the defense you must submit a written thesis proposal to your committee and a notice of the defense to the registrar for posting and distribution. The Defense of Thesis Proposal Form (available on the Thayer website or in M103) must be signed by committee members upon completion. (Stipend increase.)
Other requirements:	<ul style="list-style-type: none"> • ENGS 195: Science, Technology & Society – one term only, offered fall term. • ENGG 196: Applied Science & Technology – five terms required. • ENGG 197: PhD. Professional Workshop – candidate attends a series of 4-5 half-day workshops and submits a research proposal or business plan. Offered winter term. • ENGG 198: Research-In-Progress Workshop – each year during March break. • Presentation of elements of doctoral research at a professional conference. • Acceptance of at least one manuscript on the doctoral research with candidate as first author.