

PhD “Check List”

Last Name: _____ First Name: _____

Matriculation Date: _____ Expected Graduation Date: _____

Preliminary Advisor: _____ Area of Interest: _____

Special Advisory Committee: _____

In the first week:	Submit proposed 1 st Year Course Schedule (available on bannerstudent) to the Academic & Student Affairs Office (M103) approved by your advisor and the MS/PhD director.
Before the second term:	Submit proposed PhD Program Plan (available on bannerstudent) to the Academic & Student Affairs Office for all PhD courses, approved by your Advisory Committee. Course Equivalence Form* with approvals should be submitted for course transfers.
After three terms: (1-2 terms with prior MS degree.)	Academic Performance Review. “B” or better in research and course work independently. Warning if not progressing, faculty advisor may send research performance letter at this time.
5 th Term	<p>Oral Qualifying Examination – enroll in ENGG 194 (must have a “B” or better average to enroll, i.e., passed academic/ research review). ENGG 194 “assignment” – turn in planning sheet for oral exam, get advisor to submit letter on research performance. Blackboard site (“Thayer School PhD Students”) allows reminders and access to forms.</p> <p>Possible outcomes: Pass by the end of the term – CR (Credit) Conditional Pass – CP Scheduled/ Not Taken – AD (Administrative Delay) Nothing done – NC (No Credit), triggers academic probation</p> <p>The Oral Qualifying Exam form* with committee action indicated, must be signed by exam committee members upon completion and turned in to the Academic & Student Affairs Office (M103).</p>
Candidacy	<ul style="list-style-type: none"> • Pass Oral Exam (ENGG 194) • Academic record, faculty recommendation reviewed at faculty meeting • Stipend increase upon faculty vote
Within 3 months of the Oral Examination	Form Ph.D. Thesis Committee in consultation with your advisor (see page 54 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* must be signed by committee members upon completion. (Stipend increase.)
Other requirements:	<ul style="list-style-type: none"> • ENGG 195: Science, Technology & Society – one term only, offered fall term. • ENGG 196: Applied Science & Technology – three terms required. • ENGG 197: Competitive Proposal 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 1 manuscript on doctoral research with candidate as first author.

*PhD forms are available online at <http://engineering.dartmouth.edu/express/> under “Planning/ Advising Sheets”, or in MacLean M103, Academic & Student Affairs Office.