

Ph.D. Checklist

Updated:11/9/11

It is the responsibility of the student to ensure that all forms are completed and submitted on schedule, with the appropriate signatures to the Biology Graduate Coordinator's Office. This checklist should serve as an aid. All forms are available from the Biology Website, the BGSa website or the Graduate Coordinator office.

Students must meet with the Committee on Studies (COS) at least once during each academic year. Students are responsible for scheduling these meetings. Students with funding must submit the COS report prior to Fall break to receive Spring semester funding. Graduate students must complete a "Committee on Studies Report" after each meeting and submit to the Graduate Coordinator. Additionally the advisor will have to sign the Assistantship request form.

FORM	WHEN TO SUBMIT FORM	SIGNATURES REQUIRED FROM STUDENT	WHERE TO SUBMIT	FORM SUBMITTED
<i>Committee on Studies</i>	<i>As soon as the committee has been created by your second or third semester</i>	<i>Committee member and Major Advisor</i>	<i>Graduate Coordinator</i>	
<i>Committee on Studies Report</i>	<i>Each year until the Comprehensive Exam is passed.</i>	<i>Committee members and Major Advisor</i>	<i>Graduate Coordinator</i>	
<i>Announcement/Report of Exam</i>	<i>2-3 weeks before the Comprehensive Exam (Remember to schedule a room)</i>	<i>All Committee Members</i>	<i>Graduate Coordinator</i>	
<i># Application for Candidacy</i>	<i>After comprehensive exam has been passed & the language & tool skill requirements have been fulfilled</i>	<i>Committee of Studies members</i>	<i>Graduate Coordinator</i>	
<i>Brown Bag</i>	<i>Twice during tenure in preparation to your defense or oral exam</i>	<i>Major Advisor</i>	<i>Graduate Coordinator</i>	
<i># Tool Skills (including Language)</i>	<i>Prior to & upon completion of each skill; submit with/or before Application for Candidacy is completed</i>	<i>Committee of Studies members</i>	<i>Graduate Coordinator</i>	
<i>Ph.D. Teaching Requirement</i>	<i>No later than the semester preceding Ph.D. final exam</i>	<i>Committee of Studies</i>	<i>Graduate Coordinator</i>	
<i>Graduate Curriculum Form</i>	<i>End of the third semester</i>	<i>Major Advisor</i>	<i>Graduate Coordinator</i>	
<i>Research Proposal Approval (with the Proposal)</i>	<i>End of the third semester beyond Master's; end of the semester beyond Bachelor's</i>	<i>Committee of Studies</i>	<i>Graduate Coordinator</i>	
<i># Appointment of Dissertation Committee</i>	<i>After passing the comprehensive exam BUT no later than the first semester of BIOL 699 enrollment</i>	<i>Dissertation Director</i>	<i>Graduate Coordinator</i>	
<i>Notification of Intent to Graduate</i>	<i>Spring: last week in Nov. Summer: last week in Apr. Fall: second week in July</i>	<i>Dissertation Committee</i>	<i>Graduate Coordinator</i>	
<i>Announcement of Final Exam</i> <i>Semester Deadlines: Fall: Nov. 15 Spring: Apr. 15 Summer: July 15</i>	<i>At least two weeks prior to exam date</i> <i>Dissertation must be submitted within 90 days of the defense or OGS deadline</i>	<i>Dissertation Director and Committee</i>	<i>Graduate Coordinator</i>	
<i>Report on Examination</i>	<i>After defense</i>	<i>All Dissertation Committee members</i>	<i>Graduate Coordinator</i>	
<i>Report on Dissertation ("gray sheets")</i>	<i>After defense</i>	<i>One copy to each member of Dissertation Committee</i>	<i>Graduate Coordinator</i>	
<i>Exit Survey</i>	<i>At the time of Defense or shortly after</i>	<i>None</i>	<i>Graduate Coordinator</i>	
<i>Certification of Final Form of Dissertation</i>	<i>After final approval of dissertation</i>	<i>Dissertation Director/Chair</i>	<i>Office of Graduate Studies</i>	

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<i>Dissertation (Paper copy to Committee members and <u>either</u> paper or CD for Program Office)</i>	<i>Once approved by committee, this document must be uploaded per OGS policy. <u>Students should attend the Thesis/Dissertation Workshop</u></i>	<i>None</i>	<i>OGS, Graduate Coordinator, each Committee Members</i>
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To Advance to Candidacy, a student must pass the Comprehensive Exam; receive an approved OGS Application for Candidacy form; satisfy Language/Skills and have an OGS approved Appointment of Dissertation Committee form.