

Ph.D. Advisory Checklist

STUDENT _____

ADVISOR _____

1. FIRST YEAR REQUIREMENTS

Complete

- a. Funding Secured (non-EVS) _____
- b. [Duties & Responsibilities on Assistantship](#) _____
(due each semester/year in residence)
- c. Program Requirements [Student Checklist](#) _____
- d. [Advisor Selected](#) _____
- e. [Dissertation Advisory Committee](#) _____
- f. [Program of Study on File](#) _____
- g. Summary Letter of Progress from Advisory Committee _____
(end each Spring Semester)

2. SECOND YEAR REQUIREMENTS

- a. [Qualifying Examination](#) Intent _____
- b. [Results of Qualifying Examinations](#) _____
- c. [Dissertation Proposal Seminar](#) _____
- d. [Dissertation Proposal Defense Results](#) _____
- e. [Application to Candidacy](#) _____
- f. Intent to Graduate with MS (if appropriate) filed with Graduate School _____
- g. File final proposal with Program Office _____

3. THIRD YEAR REQUIREMENTS

- a. Ensure Progress towards degree
 - i. Evidence of Scholarly Activity _____

4. FOURTH YEAR REQUIREMENTS

- a. [Comprehensive Exam Intent](#) _____
- b. [Test Results Form/Comprehensive](#) _____
- c. [Dissertation Defense Announcement](#) _____
- d. [Defense Results](#) _____
- e. Final draft of dissertation approved and copies submitted to Graduate School _____
- g. Check Intent to Graduate List from Registration _____
- b. Compare student file in EVS office with graduation requirements _____
- c. Ensure attendance at graduation if student is walking in ceremony _____