**Checklist and Chronology for Ph.D. Candidates**

|  |
| --- |
| **Semester 1** |
| Were there deficiencies? If yes, consult with G&E Committee to develop a plan |  |
| Select G&E Committee Members | 1. |
|  | 2. |
|  | 3. |
| G&E Meeting (could be in semester 2)Date |  |
| Assessment/Qualifying Exam Date (if you earned a M.S. in the program) |  |
| Assessment/Qualifying Exam results |  |
| Have you met with the Graduate Program Manager (Lisa)? |  |
| Funding (% appt/$/source or role) |  |
| Credits Completed (sem/cumulative) |  |
| GPA (sem/cumulative) |  |
| Additional Information |  |

|  |
| --- |
| **Semester 2** |
| If there were deficiencies, date when removed |  |
| G&E Meeting (if not during semester 1) Date |  |
| Assessment/Qualifying Exam Date |  |
| Assessment/Qualifying Exam results |  |
| Have you met with Lisa? |  |
| Funding (% appt/$/source or role) |  |
| Credits Completed (sem/cumulative) |  |
| GPA (sem/cumulative) |  |
| Additional Information |  |
| **Semester 3** |
| Have you met with Lisa? |  |
| Funding (% appt/$/source or role) |  |
| Credits Completed (sem/cumulative) |  |
| GPA (sem/cumulative) |  |
| Additional Information |  |

|  |
| --- |
| **Semester 4** |
| G&E Committee meeting (date) |  |
| Funding (% appt/$/source or role) |  |
| Preliminary Examination Committee selected | 1. |
|  | 2. |
|  | 3. |
|  | 4. |
|  | 5. |
|  | 6. |
| Request a warrant at least 3 weeks in advance of exam date (contact Lisa) |  |
| Date of Preliminary Exam |  |
| Have you met with Lisa? |  |
| Credits Completed (sem/cumulative) |  |
| GPA (sem/cumulative) |  |
| Additional Information |  |
| **Semesters 5 and later** |
| Funding (% appt/$/source or role) |  |
| Have you completed your minor coursework? |  |
| Have you submitted your Ph.D. Minor Form? |  |
| Have you applied for Dissertator status? |  |
| Have you met with Lisa? |  |
| Credits Completed (sem/cumulative) |  |
| GPA (sem/cumulative) |  |
| Additional Information |  |

|  |
| --- |
| **Semesters 5 and later** |
| Funding (% appt/$/source or role) |  |
| Have you completed your minor coursework? |  |
| Have you submitted your Ph.D. Minor Form? |  |
| Have you applied for Dissertator status? |  |
| Have you met with Lisa? |  |
| Credits Completed (sem/cumulative) |  |
| GPA (sem/cumulative) |  |
| Additional Information |  |

|  |
| --- |
| **Final Semester** |
| Have you met with Lisa? |  |
| Funding (% appt/$/source or role) |  |
| Minimum of 51 credits? |  |
| Request Final Oral warrant (contact Lisa at least 3 weeks before defense date) |  |
| Have you delivered a draft copy of your dissertation to your committee members at least 1 month before your defense/presentation date? |  |
| Have you presented your dissertation to the public? |  |
| Did you have your Final Oral Examination? |  |
| Was your Dissertation approved by your committee? |  |
| Did you return your signed warrant to the Graduate School? |  |
| Did you submit your final dissertation to the Graduate School? |  |
| Did you turn in a paper and electronic copy of your dissertation to the Geoscience Library? |  |
| Did you deposit any samples with the Museum Curator? |  |
| Did you return your keys and any other department property? |  |
| Have you made arrangements for any files you saved on department/university servers? |  |
| Did you share a forwarding physical and email address? |  |
| Did you complete the Graduate School exit interview? |  |
| Credits Completed (sem/cumulative) |  |
| GPA (sem/cumulative) |  |
| Additional Information |  |