DOCTORAL TRACKING SHEET

Name of Student:________________________________________________________

NOTE: All forms*(including the Non-Scheduled Course Forms to register for PSY 797 and PSY 799 hours) MUST be submitted to Roberta for signatures. She will FAX them to the appropriate office and keep a copy in your file.

Enroute to Ph.D.

☐ MA Comps Project Completed (capstone paper, MA Project or MA Thesis)

☐ Apply for Graduation* with MA degree (application on Graduate School website; should be submitted early in the semester in which you will graduate).

Ph.D. Students (these steps must be completed in sequence)

☐ RESEARCH APPRENTICESHIP
   1. Working Agreement date______
   2. Completed Paper date______

☐ Complete a “Plan of Study” form and submit to Grad School & department (form can be found on Graduate School website) date______

☐ Complete a “Request for Appointment of Doctoral Committee” (form on Graduate School website) date______

☐ NEW PROCEDURE: Hold a “Comprehensive Project Approval Meeting” (in house form) date______

☐ Turn in the “Permission to Take Comps “ form (In house form) date______

☐ Results of Written Comprehensive Exam sent to Graduate School (Roberta generates). date______
☐ Scheduling the Doctoral Oral Comprehensive Exam
Submit the “Request to Schedule a Doctoral Examination” form to Graduate School and check the ORAL COMPREHENSIVE EXAMINATION box.  

☐ Results of Oral Comps (Signature Page which originates at the Grad School) sent back to Graduate School  

☐ PSY 797 (Proposal Credits: 1 - 4)  
  Date:____________  # of Credits:____________  
  _____________  _____________  
  _____________  _____________  

☐ Dissertation Proposal Completed – (Proposal Title Page for Doctoral Dissertation found on Grad School website) submitted to Graduate School.  Also, an electronic copy of the dissertation proposal should be emailed to the Thesis & Dissertation specialist, Carol Steward at the Graduate School.  

☐ PSY 799 (Dissertation Credits: 1 - 12)  
  Date:____________  # of Credits:____________  
  _____________  _____________  
  _____________  _____________  

☐ Schedule Defense of Dissertation  
Submit the “Request to Schedule a Doctoral Examination” form and check the DEFENSE OF DISSERTATION box.  

☐ Submit “Results of Defense of Dissertation” (Signature Page which originates at the Graduate School back to the Graduate School with all signatures.  

☐ Apply for Graduation (Student needs to apply early in the semester in which they plan to graduate. Student needs to be registered for 3 credits during the semester of graduation)  