



Program of Higher Education and Student Affairs Leadership

Ph.D. Advising Checklist

Name: _____ Bear #: _____

Address: _____

Email: _____ Phone: _____

Program Requirements	Date Completed
Admission Date	
Advisor Selected	
Residency Requirement (see graduate catalog)	
Program of Study (completed, signed form should be turned into HESAL office and on file with the Graduate School)	
First Progress Review Completed	
Second Progress Review Completed	
Appointment of Doctoral Committee (form on HESAL website)	
Permission to Take Comprehensive Exam (form on HESAL website)	
Written Comprehensive Exam Passed (use cover sheet on HESAL website to submit written comprehensive exam)	
Oral Comprehensive Exam Passed (form on HESAL website)	
Dissertation Proposal Submitted (form on HESAL website)	
Dissertation Proposal Committee Hearing	
Dissertation Proposal Approved	
Dissertation IRB Approved	
Dissertation Submitted (see graduate school website for instructions)	
Dissertation Defense (form on HESAL website)	
Dissertation Approval	

Advisor Signature: _____