

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. **date**_____

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

☐ 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. **date**_____

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

☐ 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) **date**_____