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.

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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
 Working Agreement date Completed Paper date
Complete a " <i>Plan of Study"</i> form and submit to Grad School & department
(form can be found on Graduate School website) date
Complete a <i>"Request for Appointment of Doctoral Committee"</i> (form on Graduate School website) date
NEW PROCEDURE: Hold a "Comprehensive Project Approval Meeting" (in house form) date
Turn in the <i>"Permission to Take Comps "</i> 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 <i>"Request to Schedule a Doctoral Examination"</i> 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 <i>"Request to Schedule a Doctoral Examination"</i> form and check the DEFENSE OF DISSERTATION box. date
Submit <i>"Results of Defense of Dissertation"</i> (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