Doctoral Program Checklist

Student _____ Student Number _____ Program _____

	Date Completed	Requirement
1.	_____	Admitted to Doctoral Study (Policy 2.1)
2.	_____	Diagnostic/ Qualifying Exam (if any — department requirement, not graduate policy.)
3.	_____	Program of Study submitted during 1st or 2nd term (Policy 2.2.1). Submit required "Permission for Graduate Student to Take Undergraduate Course" prior to registering for each 4000-level course on Program of Study (Policy 2.2.2, item 2)
4.	_____	Coursework Completed (Policy 2.2.2)
5.	_____	Doctoral Committee established & approved **IN WRITING** by Major Advisor, Academic Unit Head, and Office of Graduate Programs (OGP) **no later than 60 days** prior to Comprehensive Exam (Policy 2.3.1)
		Name _____ Dept _____
		_____ _____
		_____ _____
		_____ _____
		Outside Mbr _____ _____
6.	_____	Comprehensive Exam **(ask your advisor if your exam will be written, oral or both)** *EXAM MUST PASSED AT LEAST* ***1 CALENDAR YEAR*** *PRIOR TO GRADUATION* (Policy 2.4.3). See also 5-year Statute of Limitations (Policy 2.8)
7.	_____	• Written Comprehensive – submit any paperwork required by your program – Department Secretary should know
8.	_____	• Oral Comprehensive Announcement delivered to the Office of Graduate Programs (**no later than 2 weeks in advance)** (Policy 2.4.2) (Unannounced oral exams are illegal and must be held again!)
9.	_____	Dissertation Proposal Conference (***NOT*** a defense) (held after Comprehensive Exam [Policy 2.6.1])
10.	_____	Admission to Candidacy (after Comprehensive Exam(s) & Proposal Conference [Policy 2.5])
11.	_____	**Dissertation Registration** (at least 3 hours every semester except the last semester per deadlines in Policy 4.10)**:**
		• Required from 1st semester ***after*** Admission to Candidacy (including summer) until OGP accepts approved dissertation. (Policy 2.6.2)
		• Required every semester thereafter (including summer) until OGP accepts approved dissertation (Policy 2.6.2)
		• TOTAL 18 Credit Hours Research/Dissertation towards 72 hrs req'd (Policy 2.2.2) (or 24 hrs. towards 78 hrs req'd)
		• Minimum of 15 hours of DISSERTATION ***after*** Admission to Candidacy (Policy 2.2.2)
		Sem _____ Credits _____ Sem _____ Credits _____ Sem _____ Credits _____
		Sem _____ Credits _____ Sem _____ Credits _____ Sem _____ Credits _____
		Sem _____ Credits _____ Sem _____ Credits _____ Sem _____ Credits _____
12.	_____	Print and bring **several sample pages** from each section of dissertation to OGP to check format/layout.
		• Sample Title Page; Signature Page; Table of Contents; pages with tables, figures, photos etc.; References; Appendices
13.	_____	Research satisfied (minimum one calendar year of research/dissertation registration [Policy 2.7])
14.	_____	Petition to Graduate submitted to Registrar (at least **21 weeks** prior to graduation date.) Confirm submission deadline in "Academic Calendar". Late fee if petition is submitted past the deadline.
		• *Recommend* paying binding/publishing fees at the time the Petition to Graduate is submitted to the Registrar.
15.	_____	Residency satisfied (2 year minimum registration at Florida Tech [Policy 2.7])
16.	_____	Dissertation distributed to Committee for review **at least 1 month prior** to defense (Policy 2.6.4). **OGP full format check.**
17.	_____	Dissertation Seminar (if any — department requirement, not graduate policy)
18.	_____	Dissertation Defense Announcement submitted to OGP at least **2 weeks prior to defense date.** Unannounced defenses are illegal and must be held again! (Policy 2.6.4)
19.	_____	Go to http://www.fit.edu/grad-programs/forms.php to access and complete 1) Survey of Earned Doctorates and 2) "ETD Access Form" (requires advisor signature). For information about the Scholarship Repository: http://libguides.lib.fit.edu/etd or specific questions contact David Lowe at lowed@fit.edu .
20.	_____	Dissertation Defense (Policy 2.6.4)
21.	_____	Payment of Binding fee ($20 each) and **additional** $100 publishing fee (if not paid earlier)
22.	_____	Bring entire dissertation to OGP to check compliance with requirements **PRIOR** to making copies or uploading to ETD submission site
23.	_____	Submit archival copy of dissertation to Evans Library for inclusion in Scholarship Repository of Florida Tech (required):
		• Prepare pdf/A file of *FINAL* dissertation with ***unsigned*** Signature Page.
		• Submit pdf/A to ETD submission site at http://etd.lib.fit.edu .
24.	_____	**Submit to the Office of Graduate Programs** (per announced OGP deadline):
		• Minimum required number of printed **copies** of Dissertation **in individual unsealed envelopes.** (Policies 2.6.4 and 4.10)
		• *Signed* Signature Page
		• Completed "ETD Access Form" (see item 19 above)
		• Survey of Earned Doctorates Certificate of Completion (see item 19 above)