

Engineering Doctoral Studies Checklist

Description	Reviewed/ Approved/ Endorsed by	Date
1. Graduate Coursework: The candidate must complete doctoral coursework approved by departmental graduate advisor.		
2. Comprehensive Examination: In the semester prior to taking the comprehensive examination, the candidate should request to take comprehensive examination using the Comprehensive Examination and Admission to Candidacy Form (SOE-C1).		
3. Dissertation Proposal:		
i. Upon notification of passing of the comprehensive examination and admission to candidacy, the candidate should complete the Doctoral Dissertation Topic and Committee: Request for Approval Form and submit to the department chair for <u>preliminary endorsements</u> .		
ii. Upon completion of Item i. above, the candidate orally presents his/her dissertation proposal in a public meeting. The major professor is responsible for proper and timely announcement of the presentation to public.		
iii. After approval of the dissertation proposal, the major professor submits the proposal to the faculty at a department meeting and requests faculty approval.		
iv. Upon faculty approval, the candidate submits the Doctoral Dissertation Topic and Committee: Request for Approval Form to the Chair and Dean for <u>final approval and signature</u> .		
v. The department forwards the Dissertation Topic and Committee Form to the Dean's Office for Dean's approval and signature before forwarding to the Office of the Vice Provost and Dean of Graduate Studies.		
4. Dissertation Defense: Upon completion of the dissertation research, the student must present the dissertation in a public meeting and defend the dissertation in an oral examination by the dissertation committee. The major professor is responsible for proper and timely announcement of the presentation to public.		
i. The student must be registered for "Oral Defense" in the same semester they intend to defend their dissertation. Dissertation defense CANNOT occur in the same semester as the proposal defense.		
ii. At least 4 weeks prior to the targeted dissertation defense date, candidates should inform the Dean's Office using the Oral Examination for the Doctorate: Request for Approval form that they intend to defend. Candidates should provide sufficient copies of the dissertation for each committee member plus 2 additional copies (chair, secretary). Exams may not be scheduled until all dissertation committee members confirm in writing the dissertation is ready for defense.		