

Ph.D. Degree

Doctoral Student Checklist: Fall Start Date

To be updated by student by April 15th each year

Timely completion of the following requirements constitutes satisfactory progress.

Student: _____

Date: _____

1. Select Major Advisor and Dissertation Committee no later than the end of the first semester in residence. Submit Report of Doctoral Committee Composition form to the Student Services Assistant to be filed with the Graduate School.

- _____
- _____
2. Take and pass doctoral written exam during the first or second weekend in February of the second semester in residence with a master's degree or in the February of the fourth semester in residence for student's entering the doctoral program without a master's degree.

3. Defend Preliminary Research Proposal ("Comprehensive Doctoral Oral Examination"). This is the defense of a research proposal; see page 9, "Oral Defense of Preliminary Research Proposal". This examination will be given within 6 weeks after successful completion of the written examination.

4. Submit to the Student Services Assistant a final approved dissertation proposal signed by your dissertation committee by April 15th of your second semester in residence for students already holding a master's degree and by April 15th of your fourth semester for students not holding a master's degree to maintain adequate progress and thereby qualify for further departmental and/or endowment support. Meet with your thesis committee for approval of the proposal and/or any modification of course program.

5. Meet with dissertation committee at least once a year before April 15th and submit the Satisfactory Progress Form signed by your committee each year before April 15th to the Student Services Assistant.

6. Successfully complete graduate coursework.

7. Complete four semesters of required residence credit.

8. Give research presentation. (Talk at Anadarko symposium, colloquium, GSA, or other regional or national meeting). File notice of place and date with Student Services Assistant.

9. Apply for Graduation during last semester of registration.

10. Defend dissertation during last semester of registration. Final draft of thesis must be submitted to your committee at least 2 weeks before your defense.

11. Submit dissertation online (<http://gradschool.unc.edu/etdguide/>). Provide a copy of the title page and abstract, plus number of pages, references, plates and the number, type, and scale of foldout maps, to the Student Services Assistant.

Note: Submit copy of dissertation to North Carolina Geological Survey if funding was received from them.

12. If appropriate, nominate your faculty advisor to the graduate school for dissertation mentoring award (see Student Services Assistant for form).