

CHECKLIST FOR DOCTORAL STUDENTS

1. Meet with program coordinator or Dean, School of Graduate Studies to develop academic plan for semester #1.
2. Schedule a preliminary interview with Dr. Mann and selected faculty to discuss the following:
 - a. Education and work experience
 - b. Interest in SC and Doctoral program
 - c. Suitability of program in relation to career objectives
 - d. Research interests
 - e. Evidence of understanding of Requirements and Procedures document
 - f. Suggestions for Doctoral Advisory Committee (DAC) membership, if known
 - g. Opportunity for questions from student
3. Receive DAC assignment from the Graduate Office following departmental recommendation.
4. Schedule meetings with DAC; at least one per semester for registration purposes and more frequently as needed.
5. Maintain records of the meetings including tentative academic plan projected beyond the following semester.
6. Upon recommendation of DAC, sit for DQEs
7. Prepare for Colloquium
 - a. pass RSCH 725: Dissertation Seminar
 - b. work with DAC to decide timing of assignment of Dissertation Committee (DC)
 - c. prepare copies of dissertation proposal for DAC, DC, and Graduate School personnel
 - d. prepare 15 copies of journal portion and Appendix A for guests
 - e. present dissertation proposal at Colloquium to DAC, DC, interested students and faculty
8. Work with Dissertation Committee
 - a. receive approval of proposal and permission to collect data from DC
 - b. receive permission to collect data from Institutional Review Board
 - c. meet with DC as needed
 - d. schedule pre-defense meeting following submission of near final copy and schedule defense identifying recommended time, place, and readers (2)
 - e. Dean of the Graduate School or designee will conduct the colloquium and the defense
9. Prepare for Defense
 - a. prepare 5 copies, distribute to DC, readers, and one copy for Dean or Designee
 - b. prepare 15 copies of journal portion and Appendix A for guests
 - c. prepare 30-minute presentation for guests
 - d. sit for oral defense, conducted by Graduate School and open only to faculty
 - e. understand questions relate specifically to dissertation and may relate to broader area of study
10. Prepare final copy of dissertation
 - a. make committee corrections and check with chair
 - b. submit copy to Graduate School
 - c. collect approval pages, library pages, permission to publish form, copyright statement
 - d. submit 300 word abstract
 - e. with permission, copy dissertation onto 100% cotton fiber paper
 - f. copy at least 2 hard copies and 1 electronic copy for library and as many copies as desired for self (\$12.00 per copy for binding)

Remember: File for Degree
Research fund application for partial to full reimbursement of expenses deadlines are December 1 and April 1
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