

Graduate Program in Environmental Sciences

PhD Student and Advisor Checklist

This form is for your information. A copy will kept on file in the EVS Program office.
You should also keep one copy for yourself and give one to your advisor.

NAME: _____ **Student ID#:** _____

Requirements for Candidacy

Date Complete

1. SELECT RESEARCH ADVISOR (Form #1 required, Complete during 1st semester in program)
Name: _____ _____
2. INTELLECTUAL PROPERTY AGREEMENT (Form #2 required, Complete during 1st semester in program)

4. SELECTION OF DISSERTATION ADVISORY COMMITTEE (Form #3 required, Complete during 2nd Semester)

4. PROPOSED PROGRAM OF STUDY (Form #4 required, Complete during 2nd Semester) _____
5. QUALIFYING EXAMINATIONS
 - 5.1 Qualifying Exam Intent Form (Form #5,
Submitted 2 weeks prior to the exam; Complete before the end of the 2nd semester)

 - 5.2 Results of Qualifying Exam Form (Form #6, Complete prior to the
end of 4th Semester [Advisor must petition the Program Committee if not
completed within the time frame]) _____
6. DISSERTATION PROPOSAL
 - 6.1 Draft completed by third semester of enrollment _____
7. DISSERTATION PROPOSAL SEMINAR (Complete prior to end of 4th Semester)
 - 7.1 Dissertation Proposal Seminar and Defense Intent Form (Form #7)
A final draft of the proposal must be presented to the Advisory Committee and
cannot be signed off on unless committee has had the proposal for two weeks
for review. Once signed by the committee, the student can then schedule the
announcement. _____
 - 7.2 Seminar Announcement (Submitted to Program office two weeks prior to presentation)
 - 7.3 Dissertation Proposal Seminar Result Form (**Presentation of the seminar only**) (Form #8)

 - 7.4 Dissertation Proposal Defense Result Form (**Oral Defense only**) (Form #9)

8. COMPLETION OF ALL CORE REQUIREMENTS (Complete by end of 4th semester) _____

9. APPLICATION TO CANDIDACY (Complete by beginning 5th semester)

Date Complete

9.1 Recommendation for Advancement to Candidacy Form (Form #10)

OPTION – MS in Environmental Sciences

The student must submit an Intent to Graduate Form available from the Graduate School only once ALL Ph.D. core requirements have been completed (9 hours of core, ethics in research, 4 hours of seminar, 6 hours of statistics, pass two qualifying exams, present and successfully defend the dissertation proposal).

Dissertation Defense

Note: Your Dissertation defense cannot be scheduled until Candidacy has been approved and a draft of your dissertation has been reviewed by your committee. Your dissertation defense must be completed no less than 4 weeks before the date of graduation. This deadline is set and announced each semester by the Graduate School. Before scheduling your defense please check graduation deadlines on the A-State Graduate School Website.

10. DISSERTATION DEFENSE SEMINAR (To follow the four year PhD degree plan, students should complete the Dissertation defense by the end of the end of the 8th semester).

10.1 An **INTENT TO GRADUATE CARD** should be filed with the Graduate School at the beginning of the semester in which you intend to graduate. _____

10.2 Dissertation Seminar Announcement (Submitted to Program office two weeks prior to presentation) _____

10.3 Dissertation Defense and Comprehensive Exam Intent Form (Form #11) _____

10.4 Dissertation Defense Result Form (Form #12) _____

10.5 Dissertation Comprehensive Exam Result Form (Form #13) _____

Dissertation

11. DISSERTATION COMPLETION

11.1 Dissertation Completion Form (Form #14) must be submitted to the EVS Program office before your dissertation can be submitted to the graduate school. _____

11.2 The Graduate School Dissertation Defense Form should accompany your dissertation. This form can be downloaded from the Graduate School website. _____

LAST SEMESTER CHECKLIST

- a. Pay Registrar for Graduation Fee
- b. File Intent to Graduate Card
- c. Complete final oral defense of dissertation
- d. Pay Dissertation Binding Fee and submit copies of dissertation to the graduate school

CONTINUING REQUIREMENTS

Continuous Enrollment

- Subsequent to passing Qualifying Examination
- One semester hour of dissertation/regular semester
- One hour/at least one summer term each year

Satisfactory Progress

- A "B" or better in core courses

Time to Degree

- Minimum six semesters of graduate study beyond baccalaureate degree
- Degree requirements completed within eight calendar years after admission
- Subsequent to completion of core courses and qualifying examinations (candidacy) - four calendar years

Residence Requirement

- One year of full-time residency normally required

COMPLETION CHECK

1. To assess your status against the program guidance
 - a. Review the Graduate bulletin (See Checklist Before Graduation)
 - b. Compare student file in EVS against requirements
 - c. Update any files, forms, signatures or CV as needed
 - d. Outline calendar of events against deadlines
2. To confirm progress with your Research Advisor
 - a. Establish calendar for final reviews of dissertation drafts
 - b. Inform advisory committee members of status and anticipated reviews
 - c. Establish content and extent of comprehensive exam with committee
 - d. Inform committee, offices, and public of intent for dissertation defense
3. For the dissertation defense, provide and/or collect:
 - a. Scheduled date and place to EVS and graduate offices
 - b. Communication to all dissertation advisory committee members
 - c. Forms to be signed:
 - i. Comprehensive exam
 - ii. Defense performance
 - iii. Dissertation approval
 - d. Editorial comments for revisions and dates for final review
4. Upon completion, students will provide
 - a. Bound copies of the dissertation
 - b. Updated student file in the Graduate and EVS office
 - c. Submit forwarding address to the EVS Program office
 - d. Complete an exit interview with the Program Director
 - e. Complete an exit comment and evaluation form