

PhD “Check List”

Last Name: _____ First Name: _____

Matriculation Term: _____ Expected Graduation Date: _____

Advisor: _____ Area of Interest: _____

Advisory Committee Members: _____

1st Year Schedule Plan In the first week	Submit proposed <u>1st Year Course Schedule</u> (available on DartHub) to the Academic & Student Affairs Office (M103) approved by your advisor and the MS/PhD director.
PhD Program Plan Before the second term	Submit proposed <u>PhD Program Plan</u> (available on DartHub) to the Academic & Student Affairs Office for all PhD courses, approved by your Advisory Committee. <u>Course Equivalence Form</u> * with approvals should be submitted for graduate course transfers.
1st Annual Meeting with Advisor June of 1 st year	Complete <u>Annual PhD Student Advisory Meeting Report</u> (on ThayerExpress website) and submit to the Academic & Student Affairs Office. A “B” average or better in research and course work is required to continue in the program.
Oral Qualifying Exam ENGG 194 Enroll by fall of 2 nd year to complete by December.	<ul style="list-style-type: none"> • Enroll in ENGG 194 • Turn in <u>Oral Qualifying Planning Sheet for oral exam</u>, get advisor to submit letter on research performance. (Both <u>Oral Planning Sheet</u> and <u>Oral Qualifying Examination</u> forms are available on ThayerExpress website.) <p>Possible outcomes:</p> <ul style="list-style-type: none"> • Pass by the end of the term – CR (Credit) • Conditional Pass – CP (with remedial action recommendations) • Scheduled/Not Taken – AD (Administrative Delay) • Nothing done – NC (No Credit), triggers academic probation • Turn in <u>Oral Qualifying Exam form</u> with committee action indicated, must be signed by exam committee upon completion & turn in to Academic & Student Affairs Office.
PhD Candidacy is granted if all of these are completed:	<ul style="list-style-type: none"> • Pass Oral Exam (ENGG 194) • Academic record and faculty recommendation reviewed by the MS & PhD Committee, if approved, recommendation to admit to candidacy voted at faculty meeting. • Stipend increased upon committee approval (increase will be effective the first of the month following the committee’s approval).
Annual Meeting with Thesis Committee June of 2 nd year	<ul style="list-style-type: none"> • Form Ph.D. Thesis Committee in consultation with your advisor (see page 59 of the Guide to Programs & Courses). • Meet with committee to complete <u>PhD Student-Thesis Advisory form</u> (on ThayerExpress website) and submit to the Academic & Student Affairs Office.
Annual Meeting with Thesis Committee for Thesis Proposal June of 3 rd year	<ul style="list-style-type: none"> • Complete <u>Annual PhD Student Advisory Meeting Report</u> & <u>Thesis Proposal Form</u> both signed by committee members upon completion & submit to Academic & Student Affairs Office. (Stipend increase.) For the thesis proposal the faculty require a two-week notice. Please keep this in mind when scheduling your proposal. Further details can be found on the back of the thesis proposal form.
Other requirements:	<ul style="list-style-type: none"> • ENGG 195: Seminar on Science, Technology & Society – 4 terms (2-3 lunches per term) • ENGG 197: PhD Professional Workshops – candidate attends a series of 4-5 half-day workshops and submits a research proposal or business plan. Offered winter term. • ENGG 198: Research-In-Progress Workshop – each year during March break. • Every June -complete <u>PhD Student-Thesis Advisory form</u>, submit to Office M103 • Presentation of some doctoral research at a professional conference. • Acceptance of at least 1 manuscript on doctoral research as first author. • Dissertation

*PhD forms are available online at <http://engineering.dartmouth.edu/express/> under “Planning/Advising Sheets”, or in MacLean M103, Academic & Student Affairs Office.