

CHECKLIST FOR COMPLETING THE STEPS IN THE PhD DEGREE

This checklist is to be completed by the end of first semester in the program in agreement with your major professor as indicated by his/her signature at the bottom of this form/checklist. Once this form is signed, please submit a copy to the Academic Program Coordinator, Ms. Dava Jondall.

Name:

Activity	Proposed Deadline	Actual Date Completed
	First Semester	
	Second Semester	
	Final Semester Last 2 Weeks	
Meet with ABE Director of Graduate Studies to discuss options and procedures for choosing a Major Professor DEADLINE: First few weeks beginning the program		
Choose Major Professor DEADLINE: End of 1 st semester		
Choose Dissertation Committee DEADLINE: End of 1 st semester		
Meet with Major Professor and Dissertation Committee to establish PLAN OF STUDY and RESEARCH TOPIC DEADLINE: End of 1 st semester		
Complete STUDENT PROGRESS REPORTS DEADLINE: Nov 15 th for Fall and April 15 th for Spring		
Submit the PLAN OF STUDY to GradPath DEADLINE: End of 1 st semester		
Complete draft of RESEARCH PROPOSAL DEADLINE: Upon completion of ABE 501 OR end of 2 nd semester in the program		
Complete final RESEARCH PROPOSAL and submit to Academic Program Coordinator DEADLINE: End of 3 rd semester		
Complete announcement of COMPREHENSIVE EXAMINATION in GradPath DEADLINE: After completing all/most of coursework		
Complete written portion of COMPREHENSIVE EXAMINATION DEADLINE: After completing all/most of coursework		
Complete oral portion of COMPREHENSIVE EXAMINATION DEADLINE: Within 2 weeks of successful completion of written portion		

Activity	Proposed Deadline	Actual Date Completed
	First Semester	
	Second Semester	
	Final Semester	
	Last 2 Weeks	
Submit 2 papers for publication and submit signed DISSERTATION PAPER CERTIFICATION FOR SUBMITTED/ PUBLISHED MANUSCRIPT form to Academic Program Coordinator DEADLINE: Final Semester: 1 month <i>before</i> proposed date of oral defense		
Submit DISSERTATION to Dissertation Committee for approval to defend DEADLINE: Final Semester: 1 month <i>before</i> proposed date of oral defense		
Meet with Dissertation Committee DEADLINE: Final Semester: 1 week <i>after</i> submitting draft Dissertation		
Submit signed DEFENSE APPROVAL form to Academic Program Coordinator DEADLINE: Final Semester: Within 24 hours of meeting with Dissertation Committee to review draft Dissertation and 2 publications		
Schedule FINAL ORAL DEFENSE date with your Dissertation Committee DEADLINE: Final Semester: Date must be no later than 1 week <i>before</i> Graduate College deadline for final submission AND 2 weeks <i>after</i> meeting with Dissertation Committee to review draft dissertation and 2 publications		
Schedule FINAL ORAL DEFENSE date through GradPath DEADLINE: Final semester: At least 2 weeks in advance of the Oral Defense And at least 2 weeks <i>after</i> meeting with Dissertation Committee		
Post FINAL ORAL DEFENSE announcement DEADLINE: Final semester: A minimum of a week before the defense date		

Activity	Proposed Deadline	Actual Date Completed
	First Semester	
	Second Semester	
	Final Semester	
	Last 2 Weeks	
<p>COMPLETION OF DEGREE REQUIREMENTS form to the Graduate Degree Certification Office</p> <p>DEADLINE: Final semester: The major professor should report to the Academic Program Coordinator AND login to GradPath on the day of the defense:</p> <ol style="list-style-type: none"> 1. If pass with revision, the revision due date must be entered and must be before the graduate college due date. <ol style="list-style-type: none"> a. On the date the revision is due, the major professor needs to report results of either pass or fail. b. If the revisions are not completed on time, the major professor should contact the Academic Program Coordinator and the Graduate College. 2. If fail, contact the Academic Program Coordinator and the Graduate College. 		
<p>Meet with Department Head to complete EXIT SURVEY</p> <p>DEADLINE: Final semester: Within 2 weeks of graduation</p>		
<p>Submit electronic copy of DISSERTATION to the Graduate Degree Certification Office. For instructions, see http://grad.arizona.edu/gcforms/ETD_Diss_Manual.pdf</p> <p>DEADLINE: Final semester: Upon completion of degree requirements</p>		
<p>Submit electronic copy of DISSERTATION to ABE Department Head</p> <p>DEADLINE: Final semester: Upon completion of degree requirements</p>		

Major Professor signature

Date