

**Steps Required for the DOCTORAL DEGREE**

Action		Initiated Through	Submitted to	Time
1	Plan courses for degree - goal to first complete PFP collateral	Ph.D. Program Director	Ph.D. Program Director	Prior to Registration
2	File intent form for Preliminary Exam	Form located on PFP website	Doctoral Exams Coordinator	Semester you will complete PFP collateral
3	Take Preliminary Exam	Doctoral Exams Coordinator	Preliminary Exam Committee	First January after PFP collateral completion
4	Request PFDD meeting	Student	Ph.D. Program Director	Within first year
5	File Program for Doctoral Degree (PFDD) (file any subsequent changes as needed)	Ph.D. Program Director	Graduate School Doctoral Coordinator (by PFP staff)	After completing the preliminary exam (or by end of first year)
6	File intent form for Qualifying Exam	Form located on PFP website	Doctoral Exams Coordinator	Semester you will complete Research and Theory collaterals
7	Take Qualifying Exam	Doctoral Exams Coordinator	Qualifying Exam Committee	First summer after completing Research and Theory collaterals
8	Recommendation for admission to candidacy	Doctoral Exams Coordinator	Graduate School	After passing qualifying exam and no later than 4 months before graduation
9	File Dissertation Advisor Selection form (file any subsequent changes as needed)	Form located on PFP website	Doctoral Exams Coordinator	Prior to registration in dissertation credit hours
10	File Dissertation Committee Selection form (file any subsequent changes as needed)	Form located on PFP website	Doctoral Exams Coordinator	Upon consultation with Dissertation Advisor
11	Dissertation Pre-proposal Meeting	Student/Dissertation Advisor	Instructor of 6101	As recommended by internal PFP committee members
12	Dissertation Proposal Meeting	Student/Dissertation Advisor	Dissertation Committee	SUCCESSFUL COMPLETION REQUIRED BEFORE LEAVING CAMPUS
13	Dissertation Pre-defense Meeting	Student/Dissertation Advisor	Dissertation Committee	Upon consultation with Dissertation Advisor
14	Enroll for at least 3 credit hours of PFP 8000 during semester of graduation	Student/Advisor/Committee	Registrar	Semester of graduation
15	File "Statement of Intention to Graduate" form with official title of dissertation listed	Student	Graduate School	Semester of graduation (one must be filed for each intended graduation semester)
16	Pay the dissertation fee through Student Business Services	Graduate School Dissertation Supervisor	Student Business Services	Semester of graduation (this is paid only once).
17	Schedule final oral defense of dissertation and submit defense notification form at least 3 weeks before defense	Student/Advisor/Committee	Graduate School Dissertation Supervisor	At least 3 weeks before defense
18	Stand for final oral defense of dissertation and send result by memo to the Graduate School	Dissertation Committee	Graduate School Dissertation Supervisor	Semester of graduation



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19	Submit signed Approval Form and, after incorporating committee changes, submit .pdf file of dissertation to ETD site for review	Student/Dissertation Committee	Graduate School Dissertation Supervisor	Semester of graduation (usually 5 weeks before graduation date)
20	Final grade for dissertation hours	Student/Dissertation Committee	Registrar - Final Grade Roll	End of semester
21	Submit official .pdf of dissertation to ETD web site (DMA students submit PDF programs to ETD site and turn CDs in to the Graduate School)	Student	Graduate School Dissertation Supervisor	Prior to deadline
22	Complete Doctoral Survey	Student	http://survey.norc.uchicago.edu/doctorate	Before graduation

Forms may also be downloaded from the Graduate School web site: <http://www.depts.ttu.edu/gradschool/>

For current semester deadlines see: <http://www.depts.ttu.edu/gradschool/current/Deadlines.php>