

School of Kinesiology

Checklist for Ph.D. requirements and procedures

Requirement/Procedure	Date completed
Upon admission, notify department of intent to begin program by date specified in departmental letter of admission	
Contact assigned adviser to discuss plans for course registration; work closely with adviser to plan program	
Register for the term admitted	
Submit Annual Progress Report form (signed by adviser) to the School of Kinesiology Graduate Studies office each year as instructed	
File Degree Program Transmittal Form with CGS, 223B Cooke, approximately two semesters before written prelims (must select committee at this time)	
Work with adviser and committee members to complete program area requirements for preliminary written exam	
Complete preliminary written examination	
Verify that adviser has filed the Preliminary Written Examination Report with the DGS and that the DGS has forwarded it to the Graduate School	
Schedule Preliminary Oral Examination with committee members and Graduate School at least two weeks before exam	
Take preliminary oral examination	
Submit signed Preliminary Oral Examination Report from within one working day of completion of exam	
Work closely with adviser to prepare draft of thesis proposal	
Submit signed Graduate School Thesis Proposal Form to the DGS	
File IRB forms to request approval to conduct dissertation research	
After thesis proposal is approved by Graduate School, obtain Thesis Review Report and Graduation Packet in 316 Johnston or request via the Web	
Submit Commencement Attendance Approval Form at least 2 months before commencement ceremony (optional)	
Submit Application for Degree in 150 Williamson (by first working day of intended month of graduation)	
Submit completed thesis to readers (reviewers); allow at least two weeks before requesting signatures	

Submit signed Thesis Reviewer's Report form	
Schedule Final Oral Examination at least two weeks prior to the exam with the Graduate School and in the School of Kinesiology	
Submit revised thesis to entire committee at least two weeks prior to the final exam	
Defend	
File copy of the Final Oral Examination Report with the CGS in 223B Cooke	
Return the original Final Oral Examination Report form to 316 Johnston by last working day of intended month of graduation	
Submit one copy of thesis abstract and thesis (signed by adviser), plus Microfilm Agreement Form and the Survey of Earned Doctorates by the last working day of the month of intended graduation	