

EVS Ph.D. Student Checklist

1. Admission to the Program: Date _____
 1. Deadline for application: Four weeks prior to date of registration.
Required Forms and Procedures: Contact the Graduate School for complete information. Standing: _____ Full _____ Provisional
2. Initial Registration: _____ Semester, 20 _____
 1. Biological

who will select an academic advisor to assist you in the registration process. Note: You must complete all requirements for the degree within eight years from the beginning of the above semester of initial registration.

3. Selection of Major Professor: Date _____
 1. Deadline: No later than the end of the semester in which you will complete 15 semester credits in the Ph.D. program. Biology: No Action required. Your major professor was selected as a part of the admission process.

person for the remainder of your graduate program. Whenever you have questions or problems, consult with your major's professor.

4. Selection of Advisory Committee: Date _____
 1. Deadline: No later than the end of the semester in which you will complete 15 semester credits in the Ph.D. program. Required TTU Form: Request for Appointment of Advisory Committee
 1. Note: The organization and appointment of advisory committees to supervise graduate study for the degree of Doctor of Philosophy in Environmental Sciences shall be the same (generally) as in the master's program, except that the advisory committee shall consist of at least five members of the Graduate Faculty.
 2. Three members shall be from the student's area of concentration in either Biology or Chemistry.
 3. Two members shall be from separate departments of the environmental science core outside the student's area of

concentration. Changes in a Ph.D. advisory committee must adhere to all policies and procedures governing graduate study at the University, as contained in the Graduate Catalog and administered by the Vice President for Research and Graduate Studies.

5. Approval of Proposed Program of Study: Date _____

1. Deadline: No later than the end of the semester in which you will complete 15 semester credits in the Ph.D. program. R

1. Required TTU form: Proposed Program of Graduate Study.
2. ~~R~~Note: Your Proposed Program of Study is a comprehensive list of all courses you will take as a part of your doctoral program. It must include a minimum of 61 semester credits, consisting of at least 43 credits in course work beyond the bachelor's degree and at least 18 credits in Research and Dissertation.
3. The course work must include 13 credits in "core courses" A

7. Reclassification to Full Standing, (if applicable): Date _____

1. Deadline: No later than the end of the semester in which you will complete 15 semester credits in the Ph.D. program. R

1. Required TTU form: Application for Reclassification to Full Standing. R

2. Note: If you were admitted to the program in Provisional Standing, the conditions which must be satisfied before reclassification to Full Standing were listed on the Certificate of Admission.

8. Environmental Science Seminar / Chemistry Concentration:

1. EVS 7910 should be completed the semester before the Comprehensive Exam for Chemistry Concentration students.

2. This seminar will be before their.ber.l1 0 g /TT0 1 Tf 0 Tc 48z 03 Ts 100 Tz 0 Tr 12 0 0 12

shall be given at least two months advance notice of the Examination date in order to make preparations.

4. Any second attempts to pass portions of the Comprehensive Examination must be scheduled in the subsequent (Fall/Spring) semester.
5. Failure to follow these procedures shall result in the student's dismissal from the program. Any appeal by the student for exceptions to this policy shall be made in writing and submitted to the Executive Committee of the Ph.D. program.

11. Admission to Candidacy : Date _____

1. Required TTU form: Memorandum from the chairperson of your advisory committee to the Vice -President for Research and Graduate Studies. Admission to candidacy is based on the recommendation of your advisory committee. You must have:
2. Satisfactorily completed eighty percent of the course work in your proposed program of study;
3. Satisfactorily completed your comprehensive examination; and
4. Submitted a proposed doctoral research project (research plan) which has been approved by your advisory committee.

12. Submission of Application for Graduation: Date _____

1. Deadline: The beginning of the semester in which the degree is expected to be conferred.

1. See the calendar in the Graduate Catalog for the date. R

2. Required TTU form: Application for Graduation. RThis application is for a specific Commencement Exercise.

3. If you do not complete all requirements for graduation as anticipated, another Application for Graduate must be submitted.

4. Deadline: At least three weeks prior to your anticipated date of graduation. R

5. Required TTU form: Memorandum from the chairperson of your advisory committee to the Vice -President for Research and Graduate Studies.

1. Note: After all members of your advisory committee have had an opportunity to read the complete finalnothem [(h)4(e)-3(s.)]

13. Submission of Dissertation to the Graduate School : Date _____

1. Deadline: See Important Dates and Deadlines for exact dates on the Graduate School website. R
2. Proposed final copy: At least three weeks prior to your date of graduation. R
3. Official final copies: At least one week prior to your date of graduation. R
4. Note: The dissertation must be completed in a format specified by the Graduate School.

1. The proposed final copy of the dissertation and an abstract of the dissertation must be submitted to the Graduate School for approval at least three weeks prior to your anticipated date of graduation.
2. After the proposed copy has been approved and, if necessary, revised, three official copies of the dissertation and four official copies of the abstract must be provided to the Graduate School at least one week prior to your anticipated date of graduation.

14. Graduation: Date _____

1. Note: You must be enrolled in school during the semester in which the degree is granted.
2. You are expected to be present at the Commencement Exercise for the conferral of the degree unless written authorization to graduate in absentia has been granted by the Vice -President for Research and Graduate Studies.