

STUDENT NAME _____ ID NO. _____
Last First

PROGRAM NAME _____

- | DATE COMPLETED | | REQUIREMENT | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------|--------------------------|--|------------|------------|----------|------------|----------|---------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|--|
| 1. _____ | <input type="checkbox"/> | Admitted to doctoral study (Policy 2.1) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. _____ | <input type="checkbox"/> | Diagnostic/qualifying exam (if any – department requirement, not graduate policy) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. _____ | <input type="checkbox"/> | Program of study submitted during 1st or 2nd term (Policy 2.2.1). Submit required Permission to Take Undergraduate Course form prior to registering for each 4000-level course on program of study (Policy 2.2.2, item 2). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. _____ | <input type="checkbox"/> | Coursework completed (Policy 2.2.2) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. _____ | <input type="checkbox"/> | Doctoral committee established and approved in writing by major advisor, academic unit head, and Office of Graduate Programs (OGP) no later than 60 days prior to comprehensive exam (Policy 2.3.1): | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">NAME</th> <th style="width: 33%;">DEPARTMENT</th> <th style="width: 33%;">NAME</th> <th style="width: 33%;">DEPARTMENT</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | NAME | DEPARTMENT | NAME | DEPARTMENT | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | | | | | | | | | | | | | | |
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| 6. _____ | <input type="checkbox"/> | Comprehensive exam (ask advisor if your exam will be written, oral or both) must be passed at least 1 calendar year prior to graduation (Policy 2.4.3). See also 5-year Statute of Limitations (Policy 2.8). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. _____ | <input type="checkbox"/> | Written comprehensive (submit any paperwork required by your program – department secretary should know). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. _____ | <input type="checkbox"/> | Oral comprehensive announcement delivered to OGP no later than two weeks in advance (Policy 2.4.2). Unannounced oral exams are illegal and must be held again (Policy 2.6.4). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. _____ | <input type="checkbox"/> | Dissertation proposal conference (not a defense) held after comprehensive exam (Policy 2.6.1). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10. _____ | <input type="checkbox"/> | Admission to candidacy after comprehensive exam(s) and proposal conference (Policy 2.5). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11. _____ | <input type="checkbox"/> | Dissertation registration (at least 3 hours every semester except the last semester per deadlines in Policy 4.10) required from 1st semester after admission to candidacy and every semester thereafter (including summer) until OGP accepts approved dissertation (Policy 2.6.2) for a total of 18 credit hours research/dissertation toward 72 hours required (Policy 2.2.2) (or 24 hrs. toward 78 hrs req'd), including a minimum of 15 hours of XXX 6999 Dissertation after admission to candidacy (Policy 2.2.2): | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 16.6%;">SEMESTER</th> <th style="width: 16.6%;">CREDITS</th> <th style="width: 16.6%;">SEMESTER</th> <th style="width: 16.6%;">CREDITS</th> <th style="width: 16.6%;">SEMESTER</th> <th style="width: 16.6%;">CREDITS</th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table> | SEMESTER | CREDITS | SEMESTER | CREDITS | SEMESTER | CREDITS | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | _____ | | |
| SEMESTER | CREDITS | SEMESTER | CREDITS | SEMESTER | CREDITS | | | | | | | | | | | | | | | | | | | | | | | |
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| _____ | _____ | _____ | _____ | _____ | _____ | | | | | | | | | | | | | | | | | | | | | | | |
| 12. _____ | <input type="checkbox"/> | Print and bring several sample pages from each section of dissertation to OGP for initial format/layout check (sample title page; signature page; table of contents; pages with tables, figures, photos; references; appendices). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13. _____ | <input type="checkbox"/> | Research satisfied (minimum one calendar year of research/dissertation registration [Policy 2.7]). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14. _____ | <input type="checkbox"/> | Petition to Graduate submitted to Registrar at least 21 weeks prior to graduation date. Confirm submission deadline in Academic Calendar. Late fee if petition is submitted past the deadline. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15. _____ | <input type="checkbox"/> | Residency satisfied (2 year minimum registration at Florida Tech [Policy 2.7]) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16. _____ | <input type="checkbox"/> | Dissertation distributed to committee for review at least one month prior to defense (Policy 2.6.4). OGP full format check. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. _____ | <input type="checkbox"/> | Dissertation seminar (if any – department requirement, not graduate policy) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. _____ | <input type="checkbox"/> | Dissertation defense announcement submitted to OGP at least two weeks prior to defense date. Unannounced defenses are illegal and must be held again (Policy 2.6.4). | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. _____ | <input type="checkbox"/> | Go to www.fit.edu/office-of-graduate-programs/forms-and-documents/ to access and complete 1) Survey of Earned Doctorates and 2) ETD Access form (requires advisor signature). Information about the scholarship repository: http://libguides.lib.fit.edu/etd , or specific questions, contact Nancy Garmer at ngarmer@fit.edu . | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. _____ | <input type="checkbox"/> | Dissertation defense (Policy 2.6.4) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. _____ | <input type="checkbox"/> | Bring printed copy of entire dissertation to OGP to check compliance with requirements prior to uploading to ETD submission site. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22. _____ | <input type="checkbox"/> | Submit archival copy of dissertation to Evans Library for inclusion in scholarship repository (required): pdf/A file of FINAL dissertation with unsigned signature page. File name must include your name and graduation year (example: JONES-DISSERTATION-YEAR). Submit pdf/A to ETD at http://etd.lib.fit.edu . | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23. _____ | <input type="checkbox"/> | Submit to OGP per announced deadline (Policies 2.6.4 and 4.10): Signed signature page; completed ETD Access form (see item 19 above). | | | | | | | | | | | | | | | | | | | | | | | | | | |

DISSERTATION ACCEPTANCE BY OGP BY ANNOUNCED TURN-IN DATE IS REQUIRED FOR GRADUATION

FLORIDA'S STEM UNIVERSITY®