

Appendix A1. Student program checklist.

Step	Procedure	Responsibility	Target Date	Completion Date
1	Propose steering committee [Memo to Office of Instruction and Graduate Studies (OIGS)]	Major Prof. (in consultation with student)	First semester	___/___/___
2	Meet with steering committee to review progress and submit a written report to Division Director, Russ Briggs	Student	Annually	___/___/___
3	Meet with steering committee to discuss preliminary exam (optional)	Student	First year	___/___/___
4	Complete preliminary exam (if required by committee)	Student	First year	___/___/___
5	Meet with Major Prof. and steering committee to determine appropriate coursework (Form 3B with "Plan Sheet" to OIGS)	Student	First year	___/___/___
6	Request appointment of doctoral candidacy examining committee (Form 6B to OIGS)	Student (Major Prof.)	At least 4 weeks before proposed exam date	___/___/___
7	Meet with examination committee to schedule candidacy exam (Form 6D to OIGS; chair submits Form 6E to OIGS)	Student (chair)		___/___/___
8	Complete candidacy exam (Form 6F to OIGS)	Student (chair)	Minimum 1 year before dissertation defense	___/___/___
9	Prepare detailed proposal for dissertation research	Student (in consultation with Major Prof. & steering committee)		___/___/___
10	Meet with Major Prof. & steering committee to review research proposal. Copy final proposal to Major Prof. & steering committee	Student		___/___/___
11	Submit draft of dissertation to Major Prof. for review, then to Steering Committee	Student	As appropriate for projected defense date	___/___/___
12	Request appointment of examining committee and committee chair (Form 5B through Russ Briggs then to OIGS)	Student	At least 1 month before proposed defense date	___/___/___
13	Present Capstone Seminar	Student	Before defense	___/___/___
14	Schedule defense date with committee (including committee chair) and notify OIGS	Student	After Major Prof. approves draft dissertation	___/___/___
15	Submit dissertation and abstract in final form to examining committee	Student	14 days before scheduled defense date	___/___/___
16	Defend dissertation (Form 5E to OIGS)	Student	As scheduled	___/___/___
17	Submit corrected dissertation and abstract to Major Prof. & defense Chair for final approval and signing	Student	As scheduled at defense	___/___/___
18	Submit dissertation to Russ Briggs for approval and signing	Student	Before graduation	___/___/___
19	Submit copies of dissertation and abstract to OIGS for signature and binding	Student	Before graduation	___/___/___
20	Certify completion of all requirements (Form 9 through Russ Briggs to OIGS)	Major Prof.	Before graduation	