School of Earth and Climate Sciences Ph.D. Degree Checklist
Updated August 2021
[see Graduate Student Guide and graduate school website for full details]

— Organize advisory committee (minimum five members, all of whom must be on graduate faculty; one from outside SECS and one from outside specialty)
— Complete Basic Safety Training (must be completed every year; mycampus portal), Information Security Awareness Training (Blackboard), and Sexual Assault Prevention Training (mycampus portal)
— Complete Responsible Research Conduct Training (e.g., INT601)
— Complete approved thesis proposal (end of second semester)
— Complete Program of Study (before third semester), acquire committee member signatures, send to grad coordinator
— Hold advisory committee meetings at least annually
— Credits (all B or better) – minimum 24 (42 if no M.S.); must register for at least 1 credit in summer, 6 otherwise until advancement to candidacy
—   min. 15 (33 if no M.S.) credits in coursework
—   min. 9 (15 if no M.S.) credits at 500-level or above
—   min. 9 thesis credits
—   min. 1 credit GeoLunch Seminar (ERS503); GeoLunch presentation every year
— Schedule written and oral comprehensive examination (typically by end of fourth semester)
— Deliver Notification of Results of the Doctoral Comprehensive Examination to grad school (<1 week after exam)
— Apply to graduate
— Complete Tentative Thesis Acceptance form (committee/student may request committee meeting before signing)
— Complete Notice of Oral Defense (to grad school >2 wks in advance)
— Provide copy of defense thesis to committee and the School office (>1 week in advance of oral defense; committee may set an earlier deadline)
— Deliver thesis and tentative thesis acceptance form at least 24 hours in advance of defense and by that semester's deadline to graduate school
— Complete the Oral Examination and Final Project/Thesis/Dissertation Acceptance Form at oral defense, acquire committee member signatures, send to grad coordinator
— Complete a revised Program of Study if needed, and send to grad coordinator
— Turn in final thesis following graduate school guidelines
— Prepare Completion of Requirements form, send to grad coordinator
— Complete Survey of Earned Doctorates (SED)
— Complete ProQuest Dissertation Publishing form
— Upload thesis to Digital Commons