**Department of Civil Engineering
GRADUATE PROGRAM CHECKLIST**
**Ph.D. Degree**

**NAME: START DATE:**

1. **Meet with your assigned Academic Advisor** at the beginning of your first semester to review previous coursework and develop a proposed program of study.
2. **Select a Major Advisor and Advisory Committee.** You should select your Major Advisor and Advisory Committee by the end of your second semester in the program. The Committeeshall consist of a minimum of four members of the Graduate Faculty (including the Major Advisor, who must have Full Graduate Faculty status). As soon as the committee has been formed, submit the online “[Thesis/Dissertation Faculty Committee Form](http://www.memphis.edu/gradschool/resources/forms_index.php)”(obtained from the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage).
3. **Complete your Qualifying Exam** by the end of your second semester in the program. The qualifying exam consists of a short research abstract with references describing an original research proposal. The proposal doesn’t necessarily have to be your dissertation research, but it cannot be for research already concluded, such as for a prior master’s thesis. You will present your proposal in front of your Advisory Committee, followed by an oral examination administered by the committee. You must pass the qualifying exam in order to continue in the program.
4. **Complete your graduate course work**. All PhD students must pass CIVL 8001 and CIVL 8012 in order to graduate. If you were admitted with only a bachelor’s degree, you must complete at least 48 semester hours of coursework with at least 24 credit hours of CIVL 7/8000-level courses and no more than 12 hours credit hours of 6000-level courses. If you were admitted with a master’s degree, you must complete at least 18 semester hours of coursework with at least 12 credit hours of CIVL 7/8000-level courses and no more than 6 hours credit hours of 6000-level courses.
5. **Write your Dissertation Proposal** in consultation with your Major Advisor. Because your dissertation proposal defense doubles as an oral comprehensive exam, you should not defend your proposal until you have completed most, if not all, of your coursework. Allow two weeks for your Advisory Committee members to read it, then schedule a meeting with the Committee to defend your proposal. Once you have successfully defended your proposal, your Advisory Committee will complete and sign a “[Thesis/Dissertation Proposal Defense Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” and a “[Comprehensive Examination Results](http://www.memphis.edu/gradschool/resources/forms_index.php)” form (both obtained from the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage) and an “[Assessment of Comprehensive Exam Results](http://www.memphis.edu/ce/docs/assessment_of_comprehensive_exam_results.docx)” form **(**obtained from the [Department Forms](https://www.memphis.edu/ce/forms.php) webpage) and submit them to the Graduate Coordinator.
6. **Complete and submit all required graduation documents** during the semester before you intend to graduate. Submit your “[Apply to Graduate](http://www.memphis.edu/gradschool/resources/forms_index.php)” form from your MyMemphis portal. Complete your “[Doctoral Degree Candidacy Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” (obtained from the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage) and **be sure to follow the instructions**! Make sure you include only those credit hours you need to graduate (even if you took more), and don’t include more than the maximum number of CIVL 9000 hours you are allowed to count (even if you took more). The total number of credit hours required by the program is 72 and, if you were admitted with a master’s degree, the number of credit hours awarded for the master’s degree is 30.
7. **Check the Graduate School website** for dissertation submission deadlines. The deadlines are at least 6 weeks prior to graduation day and you need to defend your dissertation at least one week prior to that, so plan accordingly!
8. **Schedule your dissertation defense** in consultation with your Advisory Committee. You must formally announce your defense using the “[Thesis/Dissertation Defense Announcement Form](https://memphis.co1.qualtrics.com/jfe/form/SV_6A3iFZELrGYXohf)” (obtained from the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage). Also, send an e-mail to the Dean’s Office (ssmathis@memphis.edu) with all of the same information you entered into the online form. This form must be submitted three weeks prior to the date of your defense.
9. **Submit your dissertation** to your Advisory Committee for review at least two weeks prior to your defense date, which is at least seven weeks prior to graduation day. Since our semesters are typically 15 weeks long, this means your dissertation must be finished by the end of the sixth week of the semester!
10. **Defend your dissertation.** Once you’ve successfully defended your dissertation, your Advisory Committee will complete and an online “[Thesis/Dissertation Final Defense Results Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” (obtained from the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage) and an “[Assessment of Defense Results](http://www.memphis.edu/ce/docs/assessment_of_defense_results.docx)” form **(**obtained from the [Department Forms](https://www.memphis.edu/ce/forms.php) webpage). Submit the latter to the Graduate Coordinator.
11. **Make any and all corrections** recommended by the Advisory Committee**.**
12. **Upload your defended and corrected dissertation** to [ProQuest](http://www.etdadmin.com/memphis) by the dissertation review deadline and submit a “[Thesis/Dissertation Approval Form](http://www.memphis.edu/gradschool/resources/forms_index.php)” signed by all of your committee members and a copy of your “[Thesis/Dissertation Checklist](http://www.memphis.edu/gradschool/resources/forms_index.php)” directly to gsgraduateanalyst@memphis.edu. These documents, found on the [Graduate School Forms](https://www.memphis.edu/gradschool/resources/forms_index.php) webpage, do not need to be signed by the Graduate Coordinator. Once your dissertation has been approved on the ProQuest system, go to <https://sed-ncses.org> and complete the on-line Survey of Earned Doctorates. Send confirmation of completion to gsgraduateanalyst@memphis.edu.
13. **Enjoy your new career**!