

**Ph.D. Checklist** (after the Master's Degree):

Graduate Student Petition must be submitted to change Curriculum Code from M.S. to Ph.D. and Admission to the Ph.D. program (Yellow Form signed by the faculty member who will be your research supervisor)

Submit Annual Review Form each Spring prior to Fall registration. (Annual Ph.D. Candidate-Adviser Conference)

Pass the qualifying exam/procedure for your specific area

Complete the 32 hours required course work

Set up Preliminary Examination Committee at least 3 weeks prior to anticipated exam date (Advisor signature required) **\*\*Notify me of the prelim exam date when known\*\***

Pass the Preliminary Examination\*

Complete the 32 hours required thesis research

Notify me of the final exam date when it is known

Pass the Final Examination (MUST BE REGISTERED) (Take the Certificate of Committee Approval forms)

Title page check at the Thesis Office

Place your name on the appropriate degree list (May, August, or December)

Departmental Format Check+

Sue Hale <sdhale@uiuc.edu>

3129 Newmark CE Lab

333-9665

M-F – Mornings only

**\*\*Do not bring a bound copy of the thesis for the departmental format check\*\***

Copy of the signed Certificate of Committee Approval form for my records

Deposit original signed Certificate of Committee Approval form at Graduate College Thesis Office

**DETAILS:**

32 hours of graded course work

32 hours of thesis research

16 hours in residence is required

Preliminary and Final Examination Committee\*:

Must have minimum of 4 members

3 must be members of the graduate faculty

2 must be tenured

1 member from outside area

Outside members (must have Ph.D.):

Provide brief justification (one or two sentences)

Curriculum Vita

\*Automatic set up of Final Examination Committee {based upon members of the Preliminary Examination Committee} approximately six weeks after passing the Preliminary Examination.