



Computer Science

TENNESSEE TECH

PhD in Engineering (Computer Science) Checklist

DATE	MILESTONE
_____	Student enters PhD program (receives initial advising from Graduate Advisor)
_____	Qualifying Examination (BS-to-PhD students ONLY)
	Note: BS-to-PhD students must successfully complete the exam before the end of their second semester of enrollment.
_____	Student chooses a Supervising Professor
_____	Student selects Supervisory Committee (at least 5 members, with at least one from outside the department)
	Name of Chair: _____
	Name of Committee Members: _____, _____ _____, _____
	Note: Committee is expected to be formed no later than 2 nd semester after entrance into the program, or 4 th semester if BS-to-PhD student.
_____	Student selects research topic
_____	Student prepares tentative Program of Study
_____	Preliminary Assessment
	Note: Preliminary Assessment is expected to be completed no later than the 2 nd semester, or 3 rd semester if BS-to-PhD student.
_____	Student finishes required coursework (including any suggested classes as a result of the diagnostic evaluation)
_____	Student files request for Comprehensive Examination (at least 2 weeks prior to the exam date)
	Note: Comprehensive Examination is expected to be completed within one semester of completing coursework, and a student cannot register for Dissertation courses until he/she has passed the Comprehensive Exam.



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- _____ Supervisory Committee conducts Comprehensive Examination (to be completed within 2 weeks) and reports results to the Graduate School.
- _____ Student makes oral presentation of Dissertation research proposal to Supervisory Committee with written supporting materials
- Note:** Research Proposal is expected to be presented the semester after the Comprehensive Exam.
- _____ Student files “Application for Candidacy and Final Program of Work” with Graduate School (at least one semester prior to planned graduation).
- _____ Graduate School grants admission to candidacy
- _____ Student files “Application for Graduation” and pays diploma fee (must be done before beginning of the semester in which graduation is desired)
- _____ Student submits copy of dissertation to Supervisory Committee and files request for Dissertation Defense (at least 3 weeks prior to exam date)
- Note:** A student must defend his/her Dissertation within 14 Spring/Fall semesters of entrance into the program.
- _____ Student participates in exit interview with Department Chair.
- _____ Supervisory Committee conducts oral dissertation defense by the candidate and reports results to the Graduate School
- _____ Student submits dissertation to the Graduate School for first mechanical check (allow TWO weeks for this process)
- _____ Student submits final approved and signed dissertation to Graduate School (at least ONE week before graduation)
- _____ Student purchases at least TWO bound copies of dissertation, (one for department library, one for supervising professor), and ONE electronic copy to the department
- _____ Student returns loaned books to Faculty, Department and Library