



## Computer Science

TENNESSEE TECH

### PhD in Engineering (Computer Science) Checklist *(starting Spring 2020)*

DATE	MILESTONE
_____	Student enters PhD program (receives initial advising from Graduate Advisor)
_____	Qualifying Examination (BS-to-PhD students ONLY if from non-ABET accredited program)
	<b>Note:</b> BS-to-PhD students must successfully complete the exam before the end of their second semester of enrollment.
_____	Student prepares tentative Program of Study (by end of second semester)
_____	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: _____
	_____
	_____
	_____
	<b>Note:</b> Committee is expected to be formed no later than 2nd semester after entrance into the program, or 4th semester if BS-to-PhD student.
_____	Student selects research topic
_____	Present Pre-Proposal of research to Committee, and update Program of Study
	<b>Note:</b> Student cannot register for Dissertation courses until completing pre-proposal.
_____	At the end of each semester, student sends each committee member a 1-page report of accomplishments and future tasks
_____	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.
- \_\_\_\_\_ 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 within three weeks of the Comprehensive Exam.
- \_\_\_\_\_ Committee submits “PHD ADMISSION TO CANDIDACY COMPREHENSIVE EXAM” 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