



Computer Science

TENNESSEE TECH

PhD in Engineering (Computer Science) Checklist *(starting Spring 2023)*

DATE	MILESTONE
_____	Student enters Ph.D. program (receives initial advising from Graduate Advisor)
_____	Assessment Interview (BS-to-PhD students from non-ABET accredited program)
	Note: BS-to-PhD students must successfully complete the interview before end of their second semester of enrollment.
_____	Student prepares tentative Program of Study (by end of the 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: _____

	Note: 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
	Note: 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 16 Spring/Fall semesters of entrance into the program.

_____ Supervisory Committee conducts oral dissertation defense by the candidate and reports results to the Graduate School

_____ Supervisory Committee approves of written dissertation and signs Certificate of Approval, which is then submitted by Advisor to the Graduate School

_____ Student completes *Survey of Earned Doctorate* (Graduate School)

_____ Student submits the dissertation to the Graduate School (ProQuest) for first mechanical check (allow TWO weeks for this process)

_____ Student submits final approved dissertation to (ProQuest) Graduate School (at least ONE week before graduation)

_____ Student purchases at least TWO bound copies of the 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