

Department of Sociology
Timely Progress Towards the Ph.D. Checklist*

Year 1

- Meet the general requirements listed at the bottom of this page.
- Attend the department workshops.

Year 2

- Attend the department workshops.

By 12/15:

- Choose your Permanent Advisor and inform the Graduate Program Associate via email.

By 3/15:

- Name your Preliminary Oral Defense Committee (three members from sociology and one member from an outside field). The committee must be listed on your Degree Program forms.
- File the Degree Program form with the Graduate School.
- File the Degree Program Statement with the Department.

Year 3

By 3/15:

- File your Reading List with the Department.

Year 4

By 12/15:

- Provide your Preliminary Written Examination to your Preliminary Oral Defense Committee.
- Submit the Preliminary Written Examination Reports (one to the Graduate School and one to the Department).
- Formally schedule your Preliminary Oral Examination with the Graduate School (one week prior to the proposed exam date).
- Sit for your Preliminary Oral Examination.

By 5/15:

- Submit and defend your Dissertation Prospectus.
- File the Prospectus Approval form (with the Department).
- File the Thesis Proposal form (with the Graduate School). The Thesis Proposal Form also lists your Final Oral Exam Committee members.

Year 5 and Beyond

- Complete your research and writing, and submit your dissertation to your Dissertation Readers.
- Request a Graduation Package from the Graduate School.
- File the Thesis Reviewer's Report and schedule the Final Oral Defense (with the Graduate School) *at least one week prior to the defense.*
- File the Final Oral Examination Report with the Graduate School (*one working day after defense*).
- Submit an Application for Degree Form to the Graduate School (by the first working day of intended graduation month).
- Submit two copies of the Thesis Abstract, two copies of the Thesis (signed by Advisors) plus the Microfilm Agreement form and the Survey of Earned Doctorates form to the Graduate School.

General

- Keep your GPA above 3.0.
- Carry no more than 9 incomplete credits at any one time.
- Take required courses and complete all required credits (see recommended coursework sequence).

* This document is a summary of the official department requirements found in the *Guide to Graduate Studies*, which supersedes any information found herein.