GRADUATE EDUCATION CHECKLIST

YEAR 1

SEMESTER 1: ADVISOR & RESEARCH

☐ Enroll in at least 2 ME courses.
☐ Discuss research interests with faculty (if you do not already have an ME major advisor).
☐ Discuss with your major advisor the expectations of working under the supervision and for graduation (e.g., number of journal papers to be accepted/submitted by the time of the final defense).
☐ Begin work in research group of ME major advisor.
☐ Enroll in research credits with ME major advisor.
☐ Maintain a minimum GPA of 3.0.
☐ Start preparing for General Examination (also known as the Qualifying Examination).

SEMESTER 2: CONTINUE COURSEWORK AND RESEARCH

☐ Form a 5-member Advisory Committee (Note advisory committee guidelines)
☐ Enroll in additional research credits and/or courses as needed.
☐ Take the Qualifying Examination during this semester or, at latest, during the first 2 weeks of the next semester.
☐ Submit Report on the General Examination for the Doctoral Degree Form with signatures of all five members of the Advisory Committee.

YEARS 2 AND 3

☐ If needed, retake General Examination.
☐ If needed, continue to take graded courses toward your degree up to at least the number of required course credits (15 for Ph.D. after M.S. degree; 30 for Ph.D. after B.S. degree).
☐ Within the graded courses, make sure to enroll in courses recommended by Advisory Committee during General Examination.
☐ Continue working on your research and enrolling in research credits (a minimum of 15 Graded Research credits are required).
☐ Submit Plan of Study to the Graduate School after having 18 credits of coursework completed.
☐ Start working on dissertation proposal.
☐ Submit at least one journal paper for peer review.
YEARS 4 AND ABOVE

☐ Write and revise with your major advisor your dissertation proposal. Send a copy of the proposal to your Advisory Committee.

☐ Towards the end of Y3 or beginning of Y4 (at least sixi months before your final defense) present your Doctoral Dissertation Proposal to your Advisory Committee (also called Prospectus Examination). Send copy of the dissertation to the Advisory Committee at least one week in advance of the examination.

☐ Submit Doctoral Dissertation Proposal Form with signatures of all five members of the Advisory Committee.

FINAL DEFENSE

☐ For a complete checklist of required steps visit the UConn Graduate School website and the Office of the Registrar website.

☐ Apply for graduation in Peoplesoft during last semester.

☐ Schedule a date and time for your final defense with your Advisory Committee. As you plan your defense, keep the deadlines listed on the Academic Calendar in mind so that you have ample time to defend, complete any necessary revisions, upload your final thesis/dissertation to Submittable, and forward any necessary forms to Degree Audit prior to the deadline for conferral.

☐ With the aid of the School’s Graduate Coordinator, announce final defense two weeks in advance on UConn and MAME event calendars, and find a room to hold the defense.

☐ Send copy of the dissertation to Advisory Committee at least two weeks in advance of defense.

☐ Defend dissertation and submit Report on the Final Examination Form.

FINAL SUBMISSIONS

☐ Review dissertation submission checklist.

☐ Submit one electronic copy of dissertation to Digital Commons.

☐ Submit completed dissertation checklist, approval page, final exam form, and receipt of earned doctorate survey to Graduate School.

☐ Complete and submit MAME Graduate Program Evaluation/Exit Survey

☐ Complete and submit MAME Graduate Separation Checklist