

SCTL Doctoral Program Advising Sheet

This advising sheet is meant to be a general guide and timeline for students. After 30 hours are completed, it is up to the student to make sure all requirements are completed in the timeframes established by the Department and Graduate School.

Before Completing 30 Hours:

- Meet with temporary advisor to discuss (1) research and post-doctoral career interests, (2) Program of Study (POS), (3) Residency requirements and plans, (3) POS chair and committee members, and their roles, (4) graduate research and teaching assistantships, (5) COE/UA scholarships and fellowships (application deadlines typically January 31), and (6) Graduate Student Leadership Council
- Complete CIE 693: Doctoral Seminar as soon as possible (only offered in the fall semester)
- Discuss doctoral core/major and 2nd major courses
- Explain the research requirement (15 hours) and courses (all should take BER 540 and 631)
- Before 30 hours are completed, POS must be filled out, signed by committee, and sent to department chair (*NOTE: If a student transfers in graduate credits, this form may need to be filled out their 1st semester in the program*)
- Other issues to discuss: researching, writing, and presenting with faculty members; membership in state and national professional organizations

Between 30 and 75 Hours:

- Continue regular advising with POS chair in order to complete program requirements
- If residency has not yet been completed, plan for the two full-time semesters on UA campus
- Discuss research interests and 9 additional research hour options (e.g., BER 600, BER 603, BER 632)
- Make sure that Educational Foundations (BEF) requirement has been met (see list of approved courses and talk to POS chair)
- Discuss opportunity to enroll in Independent Study course with POS chair
- With POS chair discuss doctoral committee members (and how members can be added or removed)
- Once doctoral committee has been established, discuss comprehensive examination with the doctoral committee chair
- Complete the comprehensive examination (*NOTE: the examination should be completed at least nine months before the degree is to be awarded*)
- Discuss dissertation topic(s) and appropriate research methods with doctoral committee chair (and committee members, if necessary)
- Work with doctoral committee chair to write the dissertation proposal (Chapters 1-3)

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- *Additional Note: Students may not enroll in CSE 699 until the comprehensive examination has been passed*
- Arrange a date for the proposal defense

After passing doctoral comprehensive examination/defending the proposal:

- Fill out and submit the Application to Candidacy Form (students do this)
- Complete IRB forms before collecting data (NOTE: students will need to pass the online IRB module)
- Complete additional coursework if/as deemed necessary by doctoral committee
- Continue working with doctoral committee chair on the dissertation
- Arrange a date for the dissertation defense (NOTE: many faculty are off-campus during the summer; please plan accordingly)
- Work on final revisions with doctoral committee chair (NOTE: this revision process can take up to 6 months, depending on the type of research completed and a student's writing ability—please plan accordingly)
- Defend dissertation (plan time for some revision after the defense)
- Apply to graduate (this MUST be done during the first week of the semester in which student plans to graduate)
- Defend dissertation (copies of the final version must be sent to the graduate school at least 6 weeks prior to the end of the semester in which student plans to graduate)
- Fill out and submit the dissertation title card
- For up to date information, see Graduate School for a timeline with forms that must be completed (<http://graduate.ua.edu/academics/doctoral.html#checklist>)

NOTE: The Graduate School plans on converting ALL to ETDs in Spring 2009, therefore students will no longer turn in their dissertation at graduate school, but will submit electronically. The grad school is keeping faculty/students updated on progress at: <http://graduate.ua.edu/thesis/etd.html>