

# SCTL Doctoral Advising Checklist

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This checklist is meant to be a general guide and timeline for students and advisors. It is up to the student to ensure all requirements are completed in the timeframes established by the Department and Graduate School.

## Before Completing 30 Hours:

- \_\_\_\_\_ Meet with temporary advisor
- \_\_\_\_\_ Complete CIE 693: Doctoral Seminar (offered fall semester only)
- \_\_\_\_\_ Establish program planning committee (to help fill out program of study)
- \_\_\_\_\_ Discuss doctoral core and major areas with advisor and/or program planning committee
- \_\_\_\_\_ Program of Study (POS) must be filled out, signed, and sent to department chair
- \_\_\_\_\_ Residency application completed and turned in

## Between 30 and 75 Hours:

- \_\_\_\_\_ Residency completed (according to “traditional” or “alternative” guidelines)
- \_\_\_\_\_ Educational research (BER) requirement has been met (12 or 15 hours)
- \_\_\_\_\_ Educational Foundations (BEF) requirement has been met (12 hours)
- \_\_\_\_\_ With POS chair discuss potential dissertation topics
- \_\_\_\_\_ Comprehensive examination discussed with POS committee chair
- \_\_\_\_\_ Comprehensive examination taken and passed
- \_\_\_\_\_ Based on dissertation topic, doctoral committee is formed (program chair and/or committee members do not have to serve as the dissertation committee)

## After passing doctoral comprehensive examination:

- \_\_\_\_\_ Dissertation proposal written (Chapters 1-3)
- \_\_\_\_\_ Prospectus meeting (optional)
- \_\_\_\_\_ Proposal defense date selected
- \_\_\_\_\_ Proposal defended
- \_\_\_\_\_ Application to Candidacy Form submitted
- \_\_\_\_\_ IRB forms approved
- \_\_\_\_\_ Dissertation defense arranged
- \_\_\_\_\_ Dissertation announcement sent to appropriate secretary
- \_\_\_\_\_ Apply to graduate (this MUST be done during the first week of the semester in which student plans to graduate)
- \_\_\_\_\_ Dissertation defended (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)
- \_\_\_\_\_ Dissertation title card submitted

For up to date information, see the Graduate School website for a timeline and forms that must be completed (<http://graduate.ua.edu/academics/doctoral.html#checklist>).