**Ph.D. CHECKLIST**

* Supervisory Committee Formation

This is analogous to the MERP committee. There must be at least four faculty members, including one law professor. Due at Graduate Studiesprior to completion of 45 credits, including credits that counted toward the M.A. This form requires the signature of all the committee members. It is not uncommon for law-psychology students to submit this form late. Graduate Studies has been flexible, but sometimes the advisor will need to contact the office on the student’s behalf. Note that this committee is frequently formed around the same time as the MERP Defense. The formation of the committee requires a vote of the Department Graduate Committee (a faculty committee consisting of the heads of the department programs). The Law/Psych Director proposes the doctoral supervisory committee to the Department Graduate Committee after consulting with the student’s mentor and advisor.

* Program of Courses for the Doctoral Degree

This is analogous to the Memorandum of Courses for the M.A, but requires signatures from all supervisory committee members. This form should be completed the same semester as the Supervisory Committee Formation form. Depending on the advisor, students may meet with their committee members individually or as a group to get approval of the Program of Courses.

* Comps Proposal Meeting

The comprehensive examination can take many forms. Students generally work with their advisors to determine which form would best suit their career goals. They then write a brief proposal (usually about 5 pages), and submit it to the committee. This is an internal requirement; there is no paperwork. However, the comps committee must approve the proposal before the student begins working on it. Many advisors encourage comps that serve as the foundation for the dissertation.

* Comps Defense

Once completed, the comprehensive examination must be approved by the entire committee. Some advisors require a full meeting, while others allow informal approval. After a student has passed comps, the student is considered A.B.D. (“all but dissertation”). Once passed, students must submit the APPLICATION FOR ADMISSION TO CANDIDACY to Graduate Studies. The form requires committee member signatures, and is due at least seven months prior to the dissertation defense. In addition, there is a calendar deadline specified by graduate studies, which is one semester prior to graduation.

* Dissertation Proposal Defense Meeting

This is analogous to the MERP proposal defense meeting. It sometimes occurs in conjunction with the comps defense, depending on the advisor. This is an internal requirement; there is no paperwork. However, students should be careful not to begin their dissertation work until all members of the committee have agreed to the project.

* Application for Degree

This form notifies Graduate Services that the student will graduate that semester. Calendar deadline is set by Graduate Studies, but it is generally about five or six weeks after the start of the semester.

* Application for Final Oral Examination or Waiver

This form notifies Graduate Studies that the student will soon be defending the dissertation. Due at least three weeks prior to defense, and no later than a calendar date specified by Graduate Studies. The Supervisory Committee chair and two pre-designated “readers” must sign the form. All three of them must have read the dissertation and be willing to sign off on its sufficiency prior to submission of the form. IMPORTANT: Once this form is approved by Graduate Studies, the office sends the student a packet of information with detailed instructions and (lots of) paperwork. These instructions must be followed carefully.

* Dissertation Defense

This is analogous to the MERP defense. The entire supervisory committee must be present, absent extenuating circumstances. (At least 3 members of the committee must be present for the committee to conduct the oral defense.) In addition, the student must notify the Psychology Department, which will publicly advertise the defense. Dissertation defenses are open to the public, and other graduate students as well as the student’s family sometimes attend.

The REPORT ON COMPLETION OF THE DOCTORAL DEGREE and SIGNATURE PAGE must be brought to the defense so that the Supervisory Committee can sign them. They must be submitted no later than a pre-specified calendar date, usually about two weeks before the semester ends. However, most students submit these forms and all other paperwork immediately after their defense.

* Dissertation Defense Paperwork

After the defense, students are responsible for a range of paperwork. Completing the forms, appropriately formatting the dissertation document, and creating the electronic file for the dissertation can be tedious and time-consuming. Students are encouraged to be as prepared as possible prior to their defense. After their defense, they will need to make trips to several University offices, so students should set aside enough time to do so.

*Timeline*: Once they reach dissertation stage, students’ progress varies widely. Therefore, it is difficult to give even general guidelines about when each of these steps should be completed. In broad terms, students generally begin the process in their third or fourth years.