



**CHECKLIST OF MAJOR PROCEDURES
AND FORMS FOR DOCTORAL DEGREE**

*Update this checklist annually and copy to your Major Advisor and the AIS Graduate Program Coordinator

Student's Name: _____ ID# _____ Advisor's Name: _____

Time to Degree: **ALL REQUIREMENTS FOR THE PH.D. DEGREE MUST BE COMPLETED WITHIN 5 YEARS OF PASSING THE COMPREHENSIVE EXAM**

MAJOR PROCEDURE:	RECOMMENDED TIME TO COMPLETE:	COMPLETE NO LATER THAN, to maintain good academic standing	*FORM:	ACTION:	DATE DONE:
Choose your major advisor	Second Semester	Second Semester	n/a	Notify AIS Graduate Program Coordinator	
First Year Qualifying Evaluation	End of Second Semester	End of Second Semester	n/a	AIS Graduate Program Coordinator will distribute instructions via email	
Select Your Comprehensive Exam Committee	Third Semester	Third Semester	Committee Selection Form	Submit form to AIS Graduate Program Coordinator during third semester in residence.	
Required Meeting with your advisor and committee to fill out Advising Worksheet	Third Semester	Third Semester	Student Advising Worksheet: UPDATE ANNUALLY	Submit Worksheet to AIS Graduate Program Coordinator after completion of meeting.	
Doctoral Plan of Study	Third Semester in Residence	Fourth Semester in Residence	*Plan of Study Form	Submit form to AIS Graduate Program Coordinator. Be sure to note the Graduate College deadlines.	

Annual Evaluation	End of all even-numbered semesters in residence (2, 4, 6 etc.)	End of all even-numbered semesters in residence (2, 4, 6 etc.)	Annual Report form	AIS Graduate Program Coordinator will distribute instructions via email	
Written Comprehensive Examination	Near or at completion of course work	No later than 4 years after date of admission	Request to Schedule Written Comprehensive Examination	Submit form to AIS Graduate Program Coordinator at least 3 weeks prior to proposed date. Discuss exam options with your advisor and committee.	
Oral Comprehensive Examination	Within same semester as Written Comprehensive Exam or no later than the following consecutive semester		*Results of the Oral Comprehensive Exam Form	Student is responsible for scheduling the exam in consultation with committee and AIS Graduate Program Coordinator. Be sure to note Graduate College deadlines.	
Required Dissertation Proposal Meeting with Major Advisor and Committee	After completion of Comprehensive Exams	No later than 4 years + one semester after date of admission	Dissertation Proposal Approval Form	Submit form to AIS Graduate Program Coordinator after dissertation committee along with a copy of proposal.	
Human Subjects Approval	Before research on dissertation begins. See http://www.irb.arizona.edu		<ul style="list-style-type: none"> • CITI test • Project Review Form 	Submit Project Approval Form to AIS Human Subjects Committee, then the UA Human Subjects Office. File a copy of the form and your approval letter with the AIS Graduate Program Coordinator.	
Advancement to Candidacy	After completion of Comprehensive Exams and no later than six months prior to Final Dissertation Defense Date		*Committee Appointment Form	Submit form to the AIS Graduate Program Coordinator the semester after completion of the Comprehensive Exam.	

Submit Final Draft of Dissertation to committee for approval and format review	At least one month prior to the Final Dissertation Defense		n/a	Each committee member receives penultimate copy of dissertation on a timeframe specified by committee.	
Announcement of Final Dissertation Defense	Upon completion of the dissertation	ALL REQUIREMENTS FOR THE PH.D. DEGREE MUST BE COMPLETED WITHIN 5 YEARS OF PASSING THE COMPREHENSIVE EXAM	*Announcement of the Oral Final Examination	Submit to AIS Graduate Program Coordinator at least 4 weeks prior to proposed date. Be sure to note the Graduate College deadlines.	
Archive Dissertation	See published deadlines and instructions on the Graduate Degree Certification homepage at: http://grad.arizona.edu			One copy on acid-free paper must be turned in to the AIS front office; also archive thesis electronically through the Graduate College	

* Graduate College Form

Students should meet on a regular basis with *each* committee member before the Comprehensive Examinations and Dissertation Defense. Committee membership is at the discretion of the student and may change at any time. In each instance, the student will invite faculty to serve on the committee and should inform faculty of any changes as a matter of information and courtesy. Faculty may decline the invitation to serve, or may leave the committee at any time. Comprehensive Exams and Dissertation Defenses may not be scheduled during summer sessions or winter intersession.

Updated June 7, 2011