

Ph.D. Degree in Hydrology Checklist

Note: All forms mentioned below can be found at: <http://gradschool.mines.edu/GS-Forms>

Step 1: Develop a preliminary course plan with your advisor. It is in the student's best interest to get the course plan approved before the end of the second semester (and ideally in the first); this plan can then be placed in your official file. This gives the student time to take any required courses.

Step 2: Determine a thesis research topic and formalize your advisor. This should be completed by the end of the first year.

Step 3: Select a committee and fill out the Graduate School Committee Form; see info here: http://hydrology.mines.edu/Committee_Req.pdf

You should provide each member with a summary of your thesis topic and ask him/her to serve on your committee before bringing them a form to sign.

Step 4: Develop a research plan in concert with your advisor. This is typically done by your second semester. Complete a short summary of your research plans and timeline for completion that will be presented to your committee in a meeting that takes place at least one month before you plan to take your qualifying examinations.

Step 5: Schedule a pre-qualifying exam meeting at least one month prior to the date you plan to start the exam. The purposes of this meeting are: to ensure the committee is familiar with you and your proposed research; to evaluate whether you are ready to proceed to qualifying examinations; to schedule the exams.

The qualifying exam is generally taken in the third semester of the doctoral program. If the student has already completed an M.S. degree, then the exam would ideally be completed late in the second semester.

Step 6: Take your written and oral qualifying examinations. The exact format of the examination is developed by the advisor and committee. Generally, the written exam will last for 5 days. The oral exam should be completed within three weeks of completing the written examinations. The length of oral exams varies widely. However, the oral exam generally requires 2.5 to 3.5 hours.

Obtain a memo summarizing the results of the defense from your advisor. This memo will be placed in your file.

Step 7: Complete your Admission to Candidacy form and obtain committee signatures. Your courses should be at least 85% finished before you complete this form. Bring completed document to the Director for course auditing and signature.

Step 8: Prepare and defend a doctoral dissertation proposal. This should be completed prior to starting the third year of doctoral studies, and must be completed at least one year before defending your dissertation. Draft a written research proposal and obtain advisor approval. Distribute the approved research proposal to your committee two weeks prior to the oral proposal defense. The oral defense will generally take place within two weeks of providing the committee with your written proposal.

Step 9: Make an oral presentation of your research proposal to committee and gain committee approval to proceed. Obtain a memo summarizing the results of the defense from your advisor. This memo will be placed in your file

Step 10: Within *four weeks after the start of the semester in which you plan to graduate*, complete your Application for Graduation document (available only from the CSM Graduate Office: <http://inside.mines.edu/How-to-Apply-to-Graduate>) and obtain advisor's signature.

Step 11: Prepare a draft of your dissertation and obtain advisor approval before submitting this to your committee. The thesis should be free of grammar and spelling errors before your advisor sees it for the first time. Distribute the approved document to your committee at least two weeks prior to the defense date, *and no later than seven weeks before the end of the semester in which you plan to graduate*.

Step 12: Complete paperwork to schedule your thesis defense, called the Graduate School Thesis Defense Request Form; this should be done at least several weeks in advance (it is not easy to find a room, and the graduate school requires it). Notify Tim via email with the time, date, location and title of your presentation.

Note: If you plan to “walk” in a particular graduation ceremony, check the deadline to turn your completed, signed, and bound thesis to the library. You will likely need 1-2 weeks after your defense of your thesis to make the committee-requested changes, so plan accordingly.

Step 13: Make an oral presentation to defend your dissertation to the committee and gain committee approval to graduate. The PhD defense should generally require 35-40 minutes to present. The general public will be invited to the presentation. After the general public asks questions, they are dismissed and the student and committee engage in a closed-door session. You should allow 3 hours for the defense and subsequent questions.

Step 14: Complete your Work Completion form and obtain committee signatures. You should bring this form to the defense. Once all committee members have signed it, bring it to the Director for signature.

Step 15: Make final corrections to dissertation, obtain all committee signatures on the thesis cover pages, and bring cover pages to the Director for signature.

The graduate school requires a format check of the thesis, which cannot be completed until your thesis cover pages are signed.

Step 16: Complete the CSM and home department and university check-out forms—information is available here: http://inside.mines.edu/Check-Out-Process_2. This must be completed 4 weeks prior to the graduation date.