

Doctoral Student Advising Checklist

Confirm you understand the following doctoral program information and procedures by initialing each line and signing the form. Please return this form to your assigned faculty advisor via email.	
During my first semester, I will...	
	Meet with faculty advisor to discuss academic, professional, and programmatic goals, as well as any other questions (such as courses for transfer, etc.)
	Provide CV, statement of goals, and a Plan of Study (POS) draft to discuss with faculty advisor (as well as transcripts, if inquiries regarding credit transfer)
	Go over anticipated timeline for coursework and major milestones (Comprehensive Exams, Admission to Candidacy/Proposal Defense, Dissertation Defense)
	Submit an approved electronic Plan of Study in MyFAU using course sequence as guide (anytime at the end of first semester, through first year of program): https://www.fau.edu/graduate/forms-and-procedures/degree-completion/plan-of-study.php
	Familiarize myself with catalog (http://www.fau.edu/registrar/registration/catalog.php) and University procedures and policies.
	Access the Doctoral Program Handbook online at https://www.fau.edu/education/academicdepartments/ce/documents/2020phdhandbookfinal.pdf
During my second year in the program (or third semester at earliest), I will...	
	Consider faculty for my dissertation committee and chair (meet with faculty to discuss interest and availability)
	Route a "Dissertation Committee Membership Selection Form" for signature
	After completion of 27 credits, schedule Dissertation Proposal Defense (Qualifying Exam) for "Admission to Candidacy"
	After (or during) completion of 33-36 credits, route "Application for Doctoral Comprehensive Exams (Chair Form)" and "Application for Doctoral Comprehensive Exams (Student Form)" for signature. Observe comp application deadlines (December 1 st for Spring Comps or May 1 st for Fall Comps).
	Consult with dissertation chair about obtaining IRB approval and completing the required trainings for human subjects research
During my third year in the program, I will...	
	Ensure approved and accurate electronic POS is on file and apply for graduation
	Schedule Dissertation Defense
	Route "Announcement of Dissertation Defense" Form (must be submitted to Dean's Office via the department at least 2 weeks prior to dissertation defense)
	Observe Graduate College dissertation and thesis deadlines: https://www.fau.edu/graduate/forms-and-procedures/degree-completion/thesis-and-dissertation/index.php Submit Application for Degree: https://www.fau.edu/graduate/forms-and-procedures/student-deadlines.php
	Observe College of Education dissertation deadlines and guidelines (provided by the department in semester prior)
	Submit "Dissertation Approval Form" (after dissertation defense)

Student Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Doctoral Coordinator Signature: _____ Date: _____