

PH.D. PROGRAM REQUIREMENTS CHECK LIST

To request a change of level or preliminary graduation check submit this completed form together with your Change of Level request and a copy of your transcript

Change of level for Spring

Submission Deadline: **February 5th**

Change of Level for Fall

Submission Deadline: **September 5th**

Name:		EMPLID#	
Mentor:		Department:	
COURSE AND DISSERTATION RESEARCH CREDIT REQUIREMENTS			
<ul style="list-style-type: none"> • BME: Complete 36 credits of course work and 24 Dissertation Research credits (J99XX) • CHE: Complete 32 credits of course work and 28 Dissertation Research credits (J99XX) • CE, EE, ME: Complete 48 course credits and 12 Dissertation Research Credits (J99XX) 			
Courses Taken / Transferred			
32-48 Credits of Graduate Level Course Work (earned and transferred). Maximum number of credits allowed for transfer is 30. Courses to be transferred must include grade and credits. Courses with "P" Grades and grades below "B" are not accepted for transfer. <u>Undergraduate, graduate management and unrelated courses</u> are not transferrable. <u>Master's Project, Report or Thesis</u> taken while in the Ph.D. Program cannot be credited for the Ph.D. degree.			
First Exam Date:	Request change to Level 2 after completing 45 credits (course work and Dissertation Research) AND passing the First Exam		
12-28 Credits of Dissertation Research-Indicate course and grade at time of request submission Grades for ALL J99XX Courses MUST BE "P" at the time you submit your request for a change of level.			
J99__	J99_	J99_____	J99_____
J99	J99	J99_____	J99_____
J99_	J99_	J99_____	J99_____
Second Exam Date:	Request change to Level 3 after completing 60 course work and Dissertation Research credits AND Passing Second Exam		
Institutional Review Form: Obtain all required Signatures. Copy of the form is attached		Tools of Research:	
At least 1 Credit Dissertation Supervision-Indicate Grades for all Dissertation Research (J99XX) and Dissertation Supervision (K9000) courses MUST BE "P" before you can be approved for graduation			
K9000	K9000	K9000	K9000
Defense Date:		Dissertation Deposit Date:	
Complete GSOE Exit Survey: Print and submit a copy of the confirmation page to Graduate Affairs		Complete Survey of Earned Doctorate: A copy of your Completion Certificate is sent to Graduate Affairs	
Student's Signature:		Date:	