

DOCTORAL PROGRAM FLOWCHART

Name _____ SS# _____ First Term _____

This flow chart suggests a recommended time sequence for doctoral students. All academic coursework, successful completion of comprehensive examinations, successful presentation of prospectus and admission to candidacy must be completed within 7 years from the earliest course listed on approved program of study. Once admitted to candidacy, remaining requirements must be completed within 2 years. Forms are available from departments except as noted and should be submitted to the College of Education, Room 300 College of Education Building, unless indicated otherwise. Record date each form was submitted in blocks to the left of each requirement.

DATE	REQUIREMENTS
	Select INITIAL ADVISORY COMMITTEE by end of 1st year or 27 semester hours.
	Plan PROGRAM OF STUDY by end of first year or 27 semester hours.
	Submit Program of Study/Doctoral Committee form by end of first year or 27 semester hours, whichever comes earlier. Transcripts for any work taken at other institutions should be attached.
	Discuss Residency Plan with major advisor.
	Take doctoral COMPREHENSIVE EXAMS at or near completion of all coursework.
	Submit Report of Doctoral Comprehensive Examination form.
	Select DISSERTATION ADVISORY COMMITTEE (minimum of four members required; at least three must be members of the College of Education graduate faculty).
	Obtain copy of the <i>Guide for Preparing Dissertations</i> from the web http://www.gsu.edu/ed-adm/PhD/dissertation/guide/
	Submit one copy of complete PROSPECTUS, original and 20 copies of Announcement of Prospectus Presentation form after passing comprehensive exams and at least ten (10) working days prior to the prospectus defense.
	PROSPECTUS PRESENTATION.
	Confirm with major advisor that all residency activities have been completed.
	Committee recommends to DOCTORAL CANDIDACY after completion of all coursework, passing comprehensive exams, completing all residency requirements, and successful presentation of prospectus.
	Submit Recommendation to Doctoral Candidacy form.
	Submit Application for Graduation and graduation fee to Student Accounts, Room 101 Sparks Hall two terms before graduation (obtain form from Graduation Office, Room 231 Sparks Hall).
	Prepare DISSERTATION after admission to doctoral candidacy.
	Submit two copies of complete DISSERTATION, original and 20 copies of Announcement of Dissertation Defense form at least ten (10) working days prior to dissertation defense.
	Obtain signatures of Dissertation Advisory Committee and Department Chair on ACCEPTANCE PAGE of Dissertation. Submit to Office of Academic Assistance and Graduate Admissions (300 COE).
	Submit DISSERTATION original, first and second copies, Dissertation Submission Checklist, Survey of Earned Doctorates, Doctoral Dissertation Agreement Form , copy of title page, and copy of abstract. Binding, microfilming and copyright (optional) fees are paid at this time.