

MAJOR PROFESSOR (MP) CHECKLIST

STUDENT NAME _____

Annual Progress Report

The student should complete the annual progress report and schedule a meeting to discuss with you at the end of every spring semester. You may provide additional information and feedback on the form. It serves a number of essential purposes: 1) it is designed to provide a consistent mechanism to anchor the students' critical self-reflection regarding their development as scholars; 2) it provides an opportunity for an ongoing discussion with the advisor/major professor regarding the students' goals, accomplishments, time line, and expectations as they move through the program; and 3) it provides feedback to enable us to improve the program.

Preliminary Program of Study

The preliminary program of study form should be filled out by the student for your signature when you agree to be the student's MP. We do not need signatures from the rest of the committee members for this in-house form. The student should turn it into the PhD program office.

Advisory Committee

Once you and the student have agreed on an advisory committee, please email the PhD program office with the names of the committee members. We will not send in the advisory committee form until the MP has verified all the members. The PhD program office will handle this online form.

Final Program of Study

The final program of study (POS) is due to the Graduate School no later than two weeks before announcement of the oral comprehensive exam, preferably in the prior semester. The form is filled out by the student and submitted online to the Graduate School. It will be reviewed by the PhD program office and when satisfactory, forwarded to committee members via email by the Graduate School for online approval.

Announcement of Oral Comprehensive Exam

The announcement of the oral comprehensive exam will be sent to the Grad School from the PhD Program Office **no later than two weeks before the date of the exam**. *This deadline is strictly enforced by the Grad School.* When the committee has decided on the date and time of the exam the MP will email the PhD program office with this information. *This information will only be accepted from the MP.* The program office will secure a room for the exam and announce it to the PhD students, faculty and staff. A folder will be prepared by the program office that will contain the comprehensive exam approval form and the admission to candidacy form. Please have all committee members sign and then turn both forms into the PhD program office when the exam is completed.

Prospectus Defense

The MP will email the PhD program office with the date and time of the prospectus defense. The program office will set up the form, secure a room for the defense, and make an announcement to PhD students, faculty and staff. Only the MP may send this information to the program office. This is an in house form so there is no deadline for announcement.

Dissertation Defense

The announcement of the dissertation defense will be sent to the Grad School from the PhD Program Office **no later than two weeks before the date of the exam**. *This deadline is strictly enforced by the Grad School.* When the committee has decided on the date and time of the defense the MP will email the PhD program office with this information. *This information will only be accepted from the MP.* The program office will secure a room and announce the defense to the PhD students, faculty and staff. A folder will be prepared by the program office that will contain the dissertation defense grade sheet. Please have all committee members sign and then turn the form into the PhD program office when the defense is completed. If there are changes to be made to the dissertation, the MP may wait to sign the final approval line. Please let the program office keep the form until that time.