

## PhD Student Checklist

This checklist is intended as a tool to assist students in making timely progress towards the degree.

Submit <a href="#">Application for Graduate Student Assistantship</a> each spring by February 1.	
Select an Advisory Committee Chair.	
Select Advisory Committee members in conjunction with Chair.	
Confirm that a signed <a href="#">Request for Appointment of Graduate Committee</a> has been submitted to the ESFL Chair.	
Create a <a href="#">degree plan</a> in conjunction with Advisory Committee by 18 hours earned at TWU.	
Confirm that the signed degree plan has been filed with the ESFL Chair and Graduate School.	
Select a target semester to enroll in final organized courses and take comprehensive exam (offered in November, April, or July).	
Draft a third area rationale and exam reading list in conjunction with Advisory Committee.	
Receive written approval of rationale and reading list from Advisory Committee <i>no later than six months before exam period</i> (May 1 for November exams, October 1 for April exams, January 1 for July exams).	
Confirm that rationale and reading list have been submitted to Graduate Studies Committee for approval (by May 15 for November exams, October 15 for April exams, January 15 for July exams).	
Complete and submit <a href="#">Comprehensive Exam Statement of Intent</a> to the ESFL Chair no later than the first day of classes in the exam semester.	
Successfully complete three written exams (History and Theory of Rhetoric, Applied Rhetoric, Specialized Third Area) and oral examination.	
Confirm that the signed <a href="#">Request for Admission to Candidacy</a> form has been submitted to the Graduate School.	
Complete and submit a <a href="#">Request for Appointment of Graduate Committee</a> form if any Advisory Committee members are not continuing to the Research Committee or if any new members will be added.	
Enroll in ENG 6983 with Research Committee Chair to draft a dissertation prospectus in conjunction with Research Committee.	
Complete <a href="#">Responsible Conduct in Research (RCR)</a> Training modules required by Graduate School.	
Complete <a href="#">Institutional Review Board (IRB) process</a> , if human subjects are involved in dissertation research.	
Submit a complete draft of the dissertation prospectus to Research Committee no less than ten days before oral defense.	
Successfully complete an oral defense of the dissertation prospectus.	
Confirm that a <a href="#">Prospectus Cover Sheet</a> , ten page prospectus, and RCR certificates for student and advisor have been submitted to the Graduate School along with any necessary IRB documentation.	
Enroll in ENG 6993 with Research Committee Chair. NB: The prospectus must be received and approved by the Graduate School before the first week of enrollment in ENG 6993.	
Before each subsequent enrollment in ENG 6993, fill out the <a href="#">Federal Financial Aid Repeating Coursework form</a> .	
In the final semester of dissertation work (before the late registration deadline), file a <a href="#">Request for Reduced Tuition</a> in the Graduate School.	

Submit application for graduation (in Webadvisor) by the Graduate School deadline.	
Complete a dissertation draft in conjunction with Research Committee.	
Submit a full draft of the dissertation to the Research Committee and the ESFL Chair 30 days before scheduled dissertation defense.	
If you have filed for graduation but will not submit before the published deadline, file a <a href="#">Graduation Rollover Application</a> .	
Successfully complete a public oral defense of the dissertation and circulate a <a href="#">cover page</a> and <a href="#">Certification of Final Exam</a> for committee signatures.	
Submit cover page and <a href="#">Certification of Final Exam</a> to the ESFL Chair.	
Submit a chapter of the dissertation chosen in conjunction with the Research Committee Chair to the <a href="#">ESFL Graduation Requirement Google Form</a> . Once this chapter is received, the Chair will sign and return the cover page and <a href="#">Certification of Final Exam</a> .	
Submit formatted dissertation, <a href="#">signed cover page</a> , CV, <a href="#">Certification of Final Exam</a> , <a href="#">Survey of Earned Doctorates</a> , and <a href="#">Fee Sheet</a> to the Graduate School by the electronic filing deadline.	
If submitting after the Graduate School deadline but before the first Friday of the next semester, file an <a href="#">Early Deadline</a> form in the Graduate School.	
Review Graduate School Reader feedback and address as necessary.	
Submit final copy of dissertation to Graduate School with <a href="#">Graduate Reader Dissertation Review Rubric</a> signed by Research Committee Chair.	
Confirm that a <a href="#">Change in Degree Plan</a> has been submitted by Research Committee Chair, if necessary.	
Indicate intent to participate in Commencement activities to Graduate School.	