

**OFFICE OF THE DEAN
SCHOOL OF ENGINEERING AND APPLIED SCIENCE
UNIVERSITY OF VIRGINIA**

REMINDER FOR GRADUATE STUDENTS-DOCTORAL PROGRAM-FORM G121

1. Request your department chairperson to recommend the initial appointment of a doctoral advisory committee. This committee should consist of at least four professors, one of whom should represent your minor interests and be from outside your major department. This committee should be appointed on Form G103 and submitted to the Office of the Dean (A108 Thornton Hall) for approval.

DUE - AS SOON AS POSSIBLE, BUT NO LATER THAN THE SECOND WEEK OF DOCTORAL STUDY.

2. Meet with your advisory committee to formalize objectives, research plans and to prepare a Program of Study. Submit a Program of Study, Form G102 to the Office of the Dean (A108 Thornton Hall). This program must first be approved by your advisory committee and by the department or curriculum chairperson. Any changes in this program must be processed in the same fashion on a new Form G102. Request transfer of credit for graduate courses taken elsewhere and acceptable for graduate credit at your previous institution on Form G112. We must have a transcript and a letter certifying course(s) was not used for another degree from previous institution.

DUE - BY THE END OF THE FIRST SEMESTER OF DOCTORAL STUDY.

3. Request and take the Ph.D. comprehensive examinations. Pass the comprehensive examination subject matter in your chosen field of study. The Office of the Dean (A108 Thornton Hall) should be requested to approve the examining committee one week in advance using Form G105. The report on the comprehensive examination, Form G107, should be filed in the Office of the Dean (A108 Thornton Hall) within one week after the conclusion of the examination.

DUE - APPROXIMATELY THE SAME TIME COURSE WORK IS COMPLETED.

4. Submit a dissertation outline to the office of the Dean (A108 Thornton Hall). This outline must have been defended successfully in a public oral presentation announced at least one week in advance. The outline must be approved by the advisory committee and by the department faculty or its designated committee. Apply for admission to candidacy for the Ph.D. degree using Form G108.

DUE - AT LEAST ONE SEMESTER BEFORE YOU EXPECT TO RECEIVE YOUR DEGREE.

5. Apply for your degree on the standard Form G113. In the event of failure to qualify for the degree by the designated date, reapplication is necessary at the appropriate time before the new expected date of graduation.

DUE - BY OCTOBER 1 FOR JANUARY GRADUATION, FEBRUARY 1 FOR MAY GRADUATION, AND JUNE 1 FOR AUGUST GRADUATION.

6. Submit one copy of your dissertation to the Graduate Records Office, A108 Thornton Hall. This must be a typed copy (complete and correct except for minor typographical errors) ready for distribution to the examining committee. The copy will be checked for format and returned to the candidate. Instructions for format Form G122 can be obtained from A108 Thornton Hall. A committee consisting of at least five faculty members including the advisory committee should be appointed upon your request by your department on Form G105 and approved by the Office of the Dean (A108 Thornton Hall) to conduct the final oral examination.

DUE - BY DECEMBER 1 FOR JANUARY GRADUATION, APRIL 1 FOR MAY GRADUATION AND AUGUST 1 FOR AUGUST GRADUATION.

7. Take the final oral examination and arrange for the submittal of the report on the final oral examination on Form G111. This examination is public and announcement of it must be distributed one week in advance.

DUE- TIME TO BE ARRANGED AFTER TENTATIVE ACCEPTANCE OF THE DISSERTATION BUT NO LATER THAN DECEMBER 1 FOR JANUARY GRADUATION, APRIL 1 FOR MAY GRADUATION AND AUGUST 1 FOR AUGUST GRADUATION.

8. Submit three copies* of the final revision of the dissertation ON ACCEPTABLE PERMALIFE PAPER signed by the author and the examining committee members in manila envelopes with the necessary information (see dissertation checklist)

on the front, along with a Placement Form, Microfilming Agreement, one extra copy of the Abstract and Title Page, and Survey of Earned Doctorates form. Information regarding binding is available in the Dean's Office (A108 Thornton Hall).

DUE - AT LEAST 10 DAYS BEFORE GRADUATION DATE.

9. Submit binding receipt to Office of the Dean (A108 Thornton Hall), after delivering copies of dissertation to Printing Services, Alderman Library and making payment for binding.

DUE - AT LEAST 10 DAYS BEFORE GRADUATION DATE.

*This is the minimum number of copies required by the University and does not include a copy for either the thesis director or the student, each of whom will generally desire copies.

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