

Syracuse University - School of Education

Doctoral Checklist

Name _____ SU ID # _____

Address _____ Student e-mail address _____

_____ Student Cell Phone # _____

Program Advisor _____ Dissertation Advisor _____

_____ **Official undergraduate and graduate transcripts**
(degree bearing and transfer credits listed on your program plan)

_____ **Informal Doctoral Program Plan:** copy from advisor to the office of Academic and Student Services

_____ **Preliminary Memo:** from advisor to the Office of Academic and Student Services (after 45 hour review)

_____ **Formal Doctoral Program:** original submitted to the Office of Academic and Student Services for final approval
Approval letter and copy of the formal program will be sent to the student

_____ **Research Apprenticeship Registration form:** sent to the Office of Academic & Student Services

_____ **Submit IRB** (Institutional Review Board) approval letter, if needed for Research Apprenticeship

_____ **Research Apprenticeship Advisor Approval form or/Practicum requirement:** sent to Office of Academic and Student Services

_____ **Register to take Qualifying Exam:** complete registration form no less than 2 weeks before the exam

_____ **Qualifying Exam:** results to the Office of Academic and Student Services (per memo from advisor)
Note: you have 5 years from completion of exam to completion of your program

_____ **ABD Status Form:** Certification that this student has officially attained the status of ABD

_____ **Dissertation Proposal:** file one signed cover sheet with the Office of Academic and Student Services

_____ **IRB approval letter** if proposal is needed for dissertation research.

_____ **Diploma Request** (student completes electronically on MySlice)

_____ **Intent to Defend:** to be filed with the Assistant Dean's Administrative Assistant the semester before defense

_____ **Request for Examination form:** to be filed with the Assistant Dean's Administrative Assistant 4 weeks before defense date

_____ **Three copies of dissertation:** to the Assistant Dean's Administrative Assistant 3 weeks before defense

_____ **Submit cover page of dissertation signed by your advisor** to the Office of Academic and Student Services

_____ **Submit final revised and signed version of dissertation** to 107 Steele Hall

(Keep this for your records. As requirements are met, this same sheet is completed by the Office of Academic and Student Services in 270 Huntington Hall.)

