

**CHECK LIST FOR  
DOCTOR OF PHILOSOPHY (PhD) GRADUATION**

1. Research advisor and project chosen during first semester.	
2. Core courses completed.	
3. Qualifying exams taken and passed.	
4. Plan of Study for MEng (non-thesis) submitted and approved (optional degree awarded on the way to PhD)	
5. Plan of Study for PhD submitted and approved. <i>(due by end of third academic semester)</i>	
6. Preliminary exam scheduled with Graduate School <i>(schedule at least 2 weeks before exam date)</i>	
7. For students receiving MEng degree: a. Schedule final exam for MEng by completing Request to Admit Candidate to Final Exam Form (Non-Thesis MEng) (Diane will request form from Graduate School). <i>(May be scheduled on same day as preliminary exam, but not at the same time).</i> b. Complete "Degree or Certificate Conferral Request" form for MEng submitted to Graduate School before deadline.* <i>(Use paper form on Graduate School website)</i>	
8. Preliminary Exam passed and approved.	
9. Seminar scheduled and presented to ChE Department	
10. If eligible for Start of Semester Defense Exception, complete form and submit to Graduate School at least 3 weeks before defense. <i>(must be approved before student can schedule exam)</i>	
11. Application for Degree form* for PhD submitted to Graduate School before deadline. <i>(use form available on Hokie Spa – Application for Degree should be completed before scheduling final exam)</i>	
12. Final oral exam for PhD scheduled with Graduate School <i>(should be scheduled at least 2 weeks before exam date)</i>	

13. Final oral exam approved by all committee members.	
14. Electronically submit dissertation to Graduate School. Pay all ETD fees. <i>(Dissertation should be submitted no later than 2 weeks after defense. Exemption will need to be requested by advisor if this cannot happen).</i>	
15. Complete following forms which will be provided by Graduate Program Coordinator and turn in before leaving Blacksburg. <ul style="list-style-type: none"> <li>• Alumni form (to provide contact information and job information)</li> <li>• SACs form</li> <li>• Turn in all keys to Business Manager</li> </ul>	

The Graduate Program Coordinator will get Department Head's signature for those forms that require it. She will sign for Department Staff Coordinator and make a copy for your student file. Student will need to take forms to Graduate School before deadline after signatures are obtained.

\*Application for Degree deadlines are:  
October 1 for Fall Semester commencement  
March 1 for Spring Semester commencement