

Doctoral Checklist: Based on 5 year plan

Selecting the Major Advisor & POS Committee

- Select the members of your supervisory committee (by the end of second semester)
 - Consists of at least 4 faculty, including
 - the major advisor chairs the POS Committee
 - at least a full or associate member of the IME Department faculty
 - a tenured faculty member outside the student's program, or an NDSU Graduate School approved, qualified off campus expert
- Submit Plan of Study (POS)
 - https://acquia.ndsu.edu/sites/default/files/doctoral_pos.pdf

Qualifying Exam

- Notify the IME Office in writing of the participation of the coming Qualifying Exam at least 2 months before the exam
- It is recommended that Ph. D students take the Qualifying Exam by the end of their first year
- see the "IME Graduate Handbook" for the details of the Qualifying Exam)

Comprehensive Proposal

- Take Comprehensive Proposal after passing the Qualifying Exam
 - Minimum period between the Qualifying Exam and Comprehensive Proposal is 1 semester
- Written Proposal must be submitted to the POS Committee 4 weeks prior to the oral proposal
- At least one academic semester must elapse between the Comprehensive Proposal and the dissertation defense
- See the "IME Graduate Handbook" for the details of the Comprehensive Proposal

Scheduling Final Exam Form + Ph. D Dissertation Video

- Dissertation Video
 - 3 minute video summarizing you thesis dissertation research
 - Must be submitted and completed prior to submitting your dissertation
 - Scheduling the Video
 - Attend the required workshop 1-2 semesters prior to filming
 - Schedule your recording session – before the final defense
 - Request a copy of your video and submit it to your advisor for review
 - If approved – choose to sign the Graduate School's Dissertation Video Release Form
 - See https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers/doctoral_dissertation_video for more details
- Schedule Final Exam
 - Submit a request to schedule a final exam for Graduate School approval: <https://na3.docuSign.net/Member/PowerFormSigning.aspx?PowerFormId=2a9913c9-5be4-4d8e-8092-92a4e732675f>

After the Ph. D Dissertation Defense

- Once completed, submit signed approval page to the Graduate School
 - https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers/disquisition_formatting
- Submit dissertation to the Graduate School for format review
- Complete Format Review
- For more details, see https://www.ndsu.edu/gradschool/current_students/graduation/theses_dissertations_papers