

REQUIRED STEPS FOR THE MASTER'S THESIS

Graduate Committee

- 1)** Have your MS graduate committee members approved by the DGS (no required form). At least two committee members (in addition to your advisor) from the teaching and research faculty of the Department are required.
- 2)** At the beginning of your second semester, meet with your graduate committee to discuss your course selection and proposed area of study. This committee can meet on other occasions, as needed, to oversee the student's progress towards graduation.

Research Proposal

- 3)** Submit your research proposal to your advisor and to the Director of Graduate Studies (DGS) prior to the end of your second semester of study. The DGS appoints one reader after consultation with the advisor. The proposal must be approved by both the reader and the advisor.

Thesis and Comprehensive Exam

- 4)** Have your thesis readers approved by the DGS (no required form). At least two readers (in addition to your advisor) from the teaching and research faculty of the Department are required.
- 5)** Submit a copy of your completed thesis (approved by your advisor) to the DGS and obtain approval for sending the thesis to the readers.
- 6)** Submit a copy of your completed thesis together with the **Reader's Report on Master's Thesis Form** to each approved reader. The readers have 2-4 weeks to review the thesis.
- 7)** Submit a copy of your thesis to the Graduate School for a preliminary style check at the same time that copies are sent to your readers. Graduate School approval of the format of theses and dissertations is a requirement for graduation. The Graduate School formatting guide may be accessed on the web at <http://www.nd.edu/~gradsch/>
- 8)** Arrange the date, time, and place of the oral examination defense of your thesis (no required form). DGS approval required. No outside chair required. The thesis examination must be completed by the deadline set by the Graduate School for each semester (see the Graduate School Academic Calendar for the academic year that you plan to graduate).
- 9)** Submit a copy of your thesis to Tammy Youngs in the CE/GEOS department with the above information (date, time, place, and readers).
- 10)** Obtain the signature of your thesis director on the cover page of your thesis only after you have passed your exam and content changes have been approved by your director.
- 11)** Present your completed thesis to the Graduate School by the deadline set by the Graduate School for each semester (see the Graduate School Academic Calendar for the academic year that you plan to graduate).

All forms should be obtained from Tammy Youngs in the CE/GEOS Department Office and should be typed before signatures.

REQUIRED STEPS FOR THE PH.D. DISSERTATION

Ph.D. Written Exam

1) Successfully complete the Ph.D. written exam at the beginning of your fourth semester. This exam consists of four individual exams, each of which covers a different subject area and is prepared by a different faculty member. Have the members of your Ph.D. written examination board and exam formats approved by the DGS by submitting four **Ph.D. Written Exam Forms** to the DGS at least two months prior to your exam.

Ph.D. Oral Candidacy Exam

2) The Ph.D. Oral Candidacy Examination must be passed by the end of the eighth semester of study. Have the members of your Ph.D. oral candidacy examination board approved by the DGS. Four voting members from the teaching and research faculty of the Department (advisor included) plus one outside chair required. DGS approval required before a non-CEGEOS examiner is invited to serve on the student's committee. No more than one committee member can participate at a distance (e.g., webcam).

3) Submit a copy of your research proposal (approved by your advisor) to the DGS a minimum of three weeks prior to the Ph.D. oral candidacy examination and obtain approval for sending the proposal to the members of the Ph.D. oral candidacy examination board. The proposal should outline the literature pertaining to your research area, the hypothesis (or hypotheses) to be addressed by the research, the techniques to be employed, and a projection of the time requirements to complete the research.

4) Submit a copy of your approved research proposal to each member of the Ph.D. oral candidacy examination board a minimum of two weeks prior to the examination.

5) Submit the **Ph.D. Oral Candidacy Examination Form** to the Graduate School after you have arranged the date, time, place, and the examination board of the Ph.D. oral candidacy examination. DGS approval required. If the Graduate School is to assign the outside chair, the examination date must be set at least 10 working days after the Ph.D. Oral Candidacy Examination Form has been submitted.

Dissertation and Defense

6) Have the dissertation readers approved by the DGS (no required form). Four voting members (advisor included) plus one outside chair required. DGS approval required before a non-CEGEOS examiner is invited to serve on the student's committee. No more than one committee member can participate at a distance (e.g., webcam).

7) Submit a copy of your completed dissertation (approved by your advisor) to the DGS and obtain approval for sending the dissertation to the readers.

8) Submit a copy of your completed dissertation together with the **Reader's Report on Doctoral Dissertation Form** to each approved reader. The readers have 2-4 weeks to review the dissertation and return their signed Reader's Forms to the Graduate School. **Check with the Graduate School that all Reader's Forms have been received.**

9) Submit a copy of your dissertation to the Graduate School for a preliminary style check at the same time that copies are sent to your readers. Graduate School approval of the format of theses and dissertations is a requirement for graduation. The Graduate School formatting guide may be accessed on the web at <http://www.nd.edu/~gradsch/>

10) Once all of the Reader's Forms have been received by the Graduate School, submit a copy of your dissertation to the Department of CE/GEOS. The dissertation must be made available to all students and faculty for at least two weeks prior to the doctoral dissertation defense.

11) Once all of the Reader's Forms have been received by the Graduate School, submit the **Defense of the Doctoral Dissertation Form** to the Graduate School after you have arranged the date, time, and place of the doctoral dissertation defense. DGS approval required. The defense date must be set at least two weeks after the dissertation has been submitted to the Department of CE/GEOS. Furthermore, if the Graduate School is to find the outside chair, the defense date must be set at least 10 working days after all of the Reader's Forms have been submitted to the Graduate School. The dissertation defense must be completed by the deadline set by the Graduate School each semester (see the Graduate School Academic Calendar for the academic year that you plan to graduate).

12) Submit the **Application for Admission to Doctoral Candidacy Form** to the Graduate School by the deadline set by the Graduate School (see the Graduate School Academic Calendar for the academic year that you plan to graduate). DGS approval required.

13) Obtain the signature of your dissertation director on the cover page of your dissertation only after you have defended and content changes have been approved by your director.

14) Present your completed dissertation to the Graduate School by the deadline set by the Graduate School for each semester (see the Graduate School Academic Calendar for the academic year that you plan to graduate).

All forms should be obtained from Tammy Youngs in the CE/GEOS Department Office and should be typed before signatures.