Checklist from Comps Committee to Graduation  
(for PhD Students and Faculty)

1. ☐ Select Comps Chair during fall semester of second year
2. ☐ Select other 2 committee members in consultation with Chair
3. ☐ Write paper (see https://utexas.instructure.com/courses/1123650 for examples)
4. ☐ Defend comps in summer after second year or fall of third year  
   ☐a. Have Chair sign form and give to Graduate Coordinator for PhD Students  
   ☐b. Comprehensive Exam Completion Form  
       https://socialwork.utexas.edu/dl/files/academic-programs/phd/comprehensive-exam-completion-form.pdf

5. ☐ Submit article to peer reviewed journal  
   ☐a. Submit confirmation e-mail received from editor to the Graduate Coordinator

6. ☐ Apply for Candidacy by early spring of third year  
   ☐a. School of Social Work form (must get from Graduate Coordinator for PhD Students) Complete and submit to Graduate Coordinator  
   ☐b. Application for Candidacy Complete and submit to Graduate School  
   ☐c. No Expense Letter  
       https://utexas.app.box.com/s/fqb4dnvhp5zbx2tc5v735hkssf3xt92q Outside committee member(s) must complete so you can submit, along with their CV, to the Graduate School

7. ☐ Register for dissertation hours (must register for minimum of 1 semester of dissertation reading and one semester of dissertation writing)

8. ☐ Write dissertation proposal during third year (see  
       https://utexas.instructure.com/courses/1123650 for examples) Also see How to Plan, Draft, and Write Your Dissertation and Dissertation Proposal for resources.  

9. ☐ Defend dissertation proposal by end of third year and have chair sign form, give to Graduate Coordinator  
   a. Dissertation Proposal Defense Approval Form  
       https://utexas.app.box.com/s/fqb4dnvhp5zbx2tc5v735hkssf3xt92q

10. ☐ Read Human Subjects information  
       https://research.utexas.edu/ors/human-subjects/ prior to collecting data for dissertation (IRB Human Subjects website)  
   ☐a. Submit Statement of Research with Human Participants  
       https://utexas.app.box.com/s/zz7iath101cvjir7d6c6c0t0v1ctg8s1 and gain approval prior to collection of data

11. ☐ Complete the Online Doctoral Graduation Application Form in semester you are planning to graduate, check Graduate School website for deadline
12. □ Set dissertation defense date with your committee and with the approval of your Chair
   □a. Read instructions regarding Final Oral Examination
   □b. Submit Request for Final Oral Examination
       https://utexas.app.box.com/s/hqye1jgbqvh57cozfr48ysqhs2ic841
   □c. Submit form to the Graduate School and send dissertation to all members of committee at least 2 weeks prior to defense date
13.□ Defend dissertation. Four possible grades may be received:

   *PASS. This decision means that both the defense and the document (dissertation or treatise) are acceptable. In some cases, the committee may require minor revisions, which will be checked by the supervising professor. While the supervisor should wait to sign the gold sheet until any revisions have been reviewed, the other committee members may choose to sign at the defense.

   *RECONSIDERATION. This decision indicates that extensive revision of the dissertation is necessary, but that the committee is willing to re-evaluate the revised document without requiring another oral examination. The student should complete these revisions in no more than three months. The committee members may choose to sign the gold sheet at the defense, if they are willing to waive the right to review changes. Members who want to review changes should not sign the Committee Certification of Approved Revisions (signature page). The supervisor should wait to sign until all requested revisions have been completed satisfactorily. After reviewing the required changes, a committee member who is still not satisfied with the revisions may request another oral examination. The supervisor of the committee should notify the degree evaluator in the Graduate School when the decision of the committee is RECONSIDERATION.

   *NOT PASS. This decision indicates that the committee is not satisfied with the dissertation, but believes that rewriting may make it acceptable. In this case, the gold sheet should be returned unsigned with a letter from the supervisor reporting NOT PASS. Committee members should submit their individual REPORT ON DOCTORAL DISSERTATION forms indicating their dissatisfaction. Another scheduled defense will be required, and new forms will be generated for signatures.

   *FAIL. This decision indicates that at least one member of the committee has decided that the dissertation is unsatisfactory and may not be rewritten. This decision amounts to the termination of a doctoral student's program.

14.□ Make necessary edits (if appropriate) and get final approval from Chair
15.□ Make sure GSC Chair signs Gold Form (the Gold Form is sent directly to the Chair once the defense date is approved by the Graduate School). In most cases, committee members will sign the Gold Form immediately after the defense.
16.□ Electronically submit final copy of dissertation to the Texas Digital Library
       https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement
17. ☐ Hand deliver Gold Form, Signature Page, Embargo Letter (if desired) and other required pages to the Graduate School, MAI 101
☐ Statement of Research in Restricted Regions
https://utexas.app.box.com/s/0o5krluoddi401h68bi4nczhwmenqjx

☐ Certification of Completion of Copyright Tutorial
https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy/copyright-tutorial

☐ Statement of Research with Human Participants
https://utexas.app.box.com/s/zz7iath101cwwjir7d6c6c0t0vlctg8s1

18. ☐ CELEBRATE (Our goal is for all students to defend and submit their dissertation no later than the end of their fifth year in the PhD program.)

(It is also a good idea to work with the Graduate Coordinator for PhD Students and the Director of the DiNitto Center to update your CV, write your Teaching Philosophy, write your Research Statement, etc. while you are completing your dissertation. You should begin this process no later than the May preceding the fall semester in which you plan to go on the job market for the following academic year.)