**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](https://utexas.instructure.com/courses/1123650) – Look under Resources/Comps Paper Examples for paper 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 Doctoral Students

[ ] b. [Comprehensive Exam Completion Form](https://socialwork.utexas.edu/dl/files/academic-programs/phd/comprehensive-exam-completion-form.pdf)

5. [ ]  Submit article of which you are first author to peer reviewed journal

 [ ] a. Submit confirmation e-mail received from editor to the Graduate Coordinator

6. [ ]  [Apply for Candidacy](https://socialwork.utexas.edu/phd/curriculum/candidacy/) by early spring of third year

[ ] a. [Steve Hicks School of Social Work form](https://docs.google.com/document/d/1URwuvihSSwIvNy9KH7xpdcE_5bo0a5KOLMtlBy_vUaI/edit?usp=sharing) – Complete and submit to Graduate Coordinator

[ ] b. [Application for Candidacy](https://gradschool.utexas.edu/academics/forms) (Graduate School form) Complete and submit to Graduate School along with CV of Outside Committee Member(s)

7. [ ]  Register for dissertation hours (must register for minimum of six hours of dissertation)

8. [ ]  [Write dissertation](https://socialwork.utexas.edu/dl/files/academic-programs/phd/3_article_dissertation.pdf) proposal during third year – click [here](https://utexas.instructure.com/courses/1123650) for examples. Also see [How to Plan, Draft, and Write Your Dissertation and Dissertation Proposal](https://socialwork.utexas.edu/dl/files/academic-programs/phd/how-to-plan-dissertation.pdf) for resources. See [Student Handbook](https://docs.google.com/document/d/1niQdQLw-bAEgHsfm0iBGUzvdPmpfMx-ewvisb-AjeVU/edit?usp=sharing) for a brief description of Traditional Dissertations (pg. 18).

9. [ ]  Defend dissertation proposal by end of third year and have chair sign form, give to Graduate Coordinator

a. [Dissertation Proposal Approval Form](https://socialwork.utexas.edu/current/forms/) ([DOCX](https://socialwork.utexas.edu/dl/files/academic-programs/phd/dissertation-defense-form.docx))

10. [ ]  [Read Human Subjects information](https://research.utexas.edu/ors/human-subjects/)

prior to collecting data for dissertation (IRB Human Subjects website) and [IRB Application Process Guide](https://research.utexas.edu/ors/human-subjects/for-researchers/irb-application-process-guide/)

11. [ ]  Complete the [Online Doctoral Graduation Application](https://gradschool.utexas.edu/academics/forms) 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](https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy/oral-examinations) (includes Statement on Research with Human Participants form and Final Oral Examination Form along with instructions for submitting the following: copy of dissertation committee membership page, copy of dissertation title page, copy of dissertation abstract page, and copy of dissertation table of contents and lists of figures and tables)

[ ] b. The Request for Final Oral Exam must be submitted at least 2 weeks prior to defense date

[ ] c. Send dissertation to all members of committee at least 4 weeks prior to defense date

13.[ ]  Defend dissertation. Three possible grades may be received:

**\*Pass.**  This decision means that both the defense and the document are acceptable.  In some cases, the committee may require revisions that will be checked by either the entire committee or by the supervising professor only. While the supervisor should wait to sign the form until all revisions have been approved, the other committee members may choose to sign at the defense.

**\*Re-defend.** This decision indicates that the committee is not satisfied with the dissertation or with the oral examination, but believes that rewriting may make it acceptable. In this case the fully signed form should be returned to the Graduate School by the supervisor, with each member of the committee indicating their decision. Another scheduled defense will be required, and a new form will be generated.

**\*Fail.**  This decision indicates that at least one member of the committee has decided that the dissertation is unsatisfactory and may not be rewritten.  The fully signed form should be returned to the Graduate School by the supervisor, with each member of the committee indicating their decision. Committee members should also submit their individual REPORT ON DOCTORAL DISSERTATION forms indicating their dissatisfaction. This decision normally results in 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 or /GSC Designee signs the Report of Dissertation Committee form. This form is sent to the Chair and the Student once the defense date is approved by the Graduate School). In most cases, committee members will sign the Report of Dissertation Committee 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 Report of Dissertation Committee, Signature Page, [Request to Delay Publication](https://gradschool.utexas.edu/sites/default/files/Request%20to%20Delay%20Publication.pdf) (if desired) and other required pages (if you haven’t already) to the Graduate School, MAI 101

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

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 Doctoral 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.)