

## Time Frame for Completion of the Ph.D. Degree in Four Years:

1 <sup>st</sup> Semester	6-9 hrs. coursework	Meet with Dissertation Advisor, plan dissertation research, Plan/Schedule Research Skills Assessment
2 <sup>nd</sup> Semester	6-9 hrs. coursework	Organize Dissertation Committee; Dissertation Research; Research Skills Assessment
3 <sup>rd</sup> Semester	6-9 hrs. coursework	Dissertation Proposal Defense
4 <sup>th</sup> Semester	0-9 hrs. coursework	Dissertation Research, preparation of paper 1
5 <sup>th</sup> Semester	0-9 hrs. coursework	Preliminary Examination, Admission to Candidacy, submission of paper 1, preparation of paper 2
6 <sup>th</sup> Semester	3-9 hrs. coursework	Dissertation Research, submission of paper 2, preparation of paper 3
7 <sup>th</sup> Semester	3-9 hrs. coursework	Dissertation Research, submission of paper 3
8 <sup>th</sup> Semester	3 hrs. dissertation research	Dissertation Defense

The final deadlines imposed by the Graduate School are published on the Graduate School website prior to the beginning of each semester. Forms required by the Graduate School are available from the website and from the department secretary. This is provided as a guideline only.

Task	Form Required?	Target Date or Deadline
Meet with Advisor to determine deficiency requirements	N	1 <sup>st</sup> semester
Research Skills Assessment	Y	Within the 1 <sup>st</sup> and/or 2 <sup>nd</sup> semester. Memo signed by Graduate Program Director and student after results of assessment are sent
Complete Communicating Geology class	N	1 <sup>st</sup> semester
Appoint Dissertation Advisory Committee	Y*	1 <sup>st</sup> semester
Plan of Study form includes transfer of M.S. credit	Y*	1 <sup>st</sup> semester (hold placed on registration if not completed before 30 semester hours are taken)
Distribute Dissertation Proposal to Advisory Committee	N	3 <sup>rd</sup> semester and at least 2 weeks prior to proposal defense
Prepare Dissertation Proposal approval form for defense	Y	3 <sup>rd</sup> semester and at least 2 weeks prior to proposal defense
Dissertation Proposal Defense	Y*	By end of 3 <sup>rd</sup> semester, result in Action Plan
File one paper copy and a PDF-formatted copy of the Dissertation Proposal with DGS	N	After successful proposal defense
Required Check to see of all requirements from the Research Skills Assessment were fulfilled	Email	email addressed to Graduate Program Committee detailing how the requirements were fulfilled.
Take GEO 635/636	N	5 <sup>th</sup> -8 <sup>th</sup> semesters (4 credit hours, 1 per semester)
Approval of Preliminary Exam	Y	Signatures needed 3 weeks prior to exam
Preliminary Examination (1 <sup>st</sup> Manuscript)	Y*	During 5 <sup>th</sup> semester
File Admission to Candidacy application	Y*	After completing Proposal Defense & Preliminary Examination
Submit application for degree	Y**	Before classes begin in the semester that the degree is to be completed (through myBama)
Distribute dissertation to Dissertation Advisory Committee	N	AT LEAST 1 month prior to Dissertation Defense
Advisory committee approval for defense and display	Y	Two weeks prior to Dissertation Defense
Schedule defense with the Dissertation Committee/department	N	Two weeks prior to Dissertation Defense
Schedule room for Dissertation Defense	N	Two weeks prior to Dissertation Defense
Put dissertation on display in DGS office	N	Two weeks prior to Dissertation Defense
Dissertation Defense Form (Final Oral Exam)	Y*	Day of dissertation Defense
Submit required samples, data and program archives to the Natural History Museum and Advisor	N	Prior to submitting dissertation to Graduate School
Get committee acceptance form for electronic dissertation signed	Y**	Prior to submitting dissertation to Graduate School
Submit PDF Dissertation to the Graduate School	Y**	After Committee signs Dissertation acceptance form

Submit a PDF copy to DGS and advisory committee.	N	Immediately after Graduate School approves dissertation
Schedule exit interview with Department Chair	N	Before leaving UA

\*Graduate School Form to be completed on paper (online if available)

\*\*Graduate School Form to be completed online

Summary of Course Requirements:

24 hours of GEO 699; 48 hours of 500-600 level courses

- 4 hours of GEO 635:636
- no more than 12 of GEO 698 or GEO 598
- no more than 24 from outside the Geological Sciences discipline
- no more than 24 from outside the DGS (including transfer credit)