

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

The final deadlines imposed by the Graduate School are published on the Graduate School website prior to the beginning of each semester. DocuSign forms required by the Graduate School are available on myBama and/or from the DGS office staff. This table is provided as a guideline only.

1st Semester	9 hrs. coursework (incl. GEO 602)	Meet with Dissertation Advisor, plan dissertation research, Plan/Schedule Research Skills Assessment
2nd Semester	9 hrs. coursework	Organize Dissertation Committee; Research Skills Assessment; Write Dissertation Proposal
3rd Semester	9 hrs. coursework	Dissertation Proposal Defense
4th Semester	9 hrs. coursework	Dissertation Research, preparation of paper 1
5th Semester	9 hrs. coursework (incl. 1 hr. GEO 635/636)	Preliminary Qualifying Examination, Admission to Candidacy, submission of paper 1, preparation of paper 2
6th Semester	8 hrs. GEO 699 + 1 hr. GEO 635/636	Dissertation Research, submission of paper 2, preparation of paper 3
7th Semester	8 hrs. GEO 699 + 1 hr. GEO 635/636	Dissertation Research, submission of paper 3
8th Semester	8 hrs. GEO 699 + 1 hr. GEO 635/636	Dissertation Defense
Each Semester		Meet with Dissertation Advisory Committee
Each Semester		Update individual development plan (IDP)
April 30		Complete annual progress report

Task	Form Required	Target Date or Deadline
Meet with Advisor to plan research	N	1 <sup>st</sup> semester
Research Skills Assessment (RSA)	Y	1 <sup>st</sup> 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> fall semester
Appoint Dissertation Advisory Committee	Y	1 <sup>st</sup> semester
Transfer credits from previous graduate institution (if applicable)	Y	1 <sup>st</sup> semester
Distribute Dissertation Proposal to Advisory Committee	N	3 <sup>rd</sup> semester and at least 3 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
File Plan of Study	Y	After successful proposal defense
File one paper copy and a PDF-formatted copy of the Dissertation Proposal with DGS	N	After successful proposal defense
Required Check to see if all requirements from the Research Skills Assessment were fulfilled	Email	Email addressed to Graduate Program Director 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 Qualifying Exam	Y	Signatures needed 3 weeks prior to exam

Preliminary Qualifying Examination (1 <sup>st</sup> Manuscript)	Y	During 5 <sup>th</sup> semester
File Admission to Candidacy application	Y	After successful 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 and DGS. Reserve Room.	N	Two weeks prior to Dissertation Defense
File Public Notice of Dissertation Defense	Y	Two weeks prior to Dissertation Defense
Put dissertation on display in DGS office	N	Two weeks prior to Dissertation Defense
Dissertation Defense Form (Final Comprehensive 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 of Dissertation to the Graduate School	Y	After Committee signs Dissertation acceptance form and < 60 days after defense.
Submit PDF of Dissertation to DGS and advisory committee	N	Immediately after Graduate School approves dissertation
Schedule exit interview with Department Chair	N	Before leaving UA

Summary of Course Requirements:

48 hours of 500-600 level courses

- 3 hours of GEO 602: Communicating Geology (1<sup>st</sup> fall semester)
- 4 hours of GEO 635/636 (5<sup>th</sup>-8<sup>th</sup> semester)
- no more than 12 of GEO 698
- no more than 24 from outside the Geological Sciences discipline
- no more than 24 from outside the DGS (including transfer credit)

24 hours of GEO 699 (following admission to candidacy)