



## Ph.D. Degree Program Checklist

| Description of Action Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Anticipated Month/Year of Completion                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <b>1. Admission.</b> Requires a Master of Science degree program in an engineering or science field. Exceptional students may be admitted directly from a baccalaureate program in engineering, science or mathematics. Admission requirements are summarized in detail in the Ph.D. Handbook.<br><i>[COE-PHD-01 Ph.D. Program Handbook of Policies and Procedures]</i>                                                                                                                                                                                                                                                                                                                                                                                           |                                                         |
| <b>2. Read the Ph.D. Handbook.</b> Read the handbook carefully and use this checklist in order to familiarize yourself with the required steps in your program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | First Semester                                          |
| <b>3. Identify a Faculty Adviser.</b> By the beginning of the first Ph.D. semester, identify a faculty adviser.<br>a. If you do not have a faculty adviser, the Ph.D. Committee will assign you an interim adviser.<br>b. A permanent adviser must be identified by the beginning of the third semester of course work.                                                                                                                                                                                                                                                                                                                                                                                                                                           | First Semester<br><br><hr/> Third Semester<br><br><hr/> |
| <b>4. Ph.D. Program Checklist (this form).</b> By the beginning of your first semester, meet with your adviser or Ph.D. Program Coordinator and fill out the anticipated dates of completion of each Ph.D. Program step in the boxes on the right. Make a copy of this form for your records, and submit this form with your signature and your adviser's signature to the Office of the Graduate Program Coordinator.<br><i>[COE-PHD-02 Ph.D. Program Checklist] [COE-PHD-02.2 Checklist Signature Page]</i>                                                                                                                                                                                                                                                     | First Semester                                          |
| <b>5. Qualifying Examinations.</b><br>a. Full time students are required to take the qualifying examinations at the conclusion of the second semester of coursework.<br>b. Part time students are required to have taken all of their qualifying examinations by the conclusion of the fourth semester of coursework.<br><br>Students must register to take the examinations by filling out the registration form and submitting it to the Graduate Program Office at least 60 days before the dates of the examination(s).<br><i>[COE-PHD-04 Application for Ph.D. Qualifying Examinations]</i><br><br>The qualifying examinations procedure is fully described in the referenced handbook which should be carefully studied prior to registering for the exams. | Full-Time<br><br><hr/> Part-Time<br><br><hr/>           |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| [COE-PHD-03 Ph.D. Qualifying Examinations Guidelines]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                       |
| <b>6. Form Advising Committee.</b> By the beginning of your third semester of coursework (fifth semester for part-time students) identify your advising committee and submit the form with verification (either in writing or by email) that each committee member is willing to serve on the committee. The regulations for forming the advising committee are detailed in the Ph.D. Program Handbook.<br>[COE-PHD-05 Ph.D. Appointment of Advising Committee]                                                                                                                                                                                                                                                                                                                                                                                                                              | Full-time<br><hr/> Part-time<br><hr/> |
| <b>7. Plan of Study.</b> By the beginning of the third semester of coursework (fifth semester for part-time students), meet with your adviser and advising committee and establish your plan of study for coursework and any extraordinary requirements established by your committee. After the signatures of your adviser and the advising committee are obtained, submit the original Plan of Study form to the Office of the Graduate Program Coordinator.<br>[COE-PHD-06 Ph.D. Program Plan of Study] [COE-PHD-06.1 Prior Course Approval]<br>[COE-PHD-06.2 Permission To Change Plan of Study]                                                                                                                                                                                                                                                                                         | Full-time<br><hr/> Part-time<br><hr/> |
| <b>8. Comprehensive Examination.</b> The comprehensive examination is normally taken after the fourth semester of coursework (sixth semester for part-time students), when the student has completed most of the formal coursework and other requirements outlined in her/his Plan of Study. The elements are:<br>a. Written Examination (Dissertation Proposal)<br>b. Written Examination—Disciplinary topics (optional)<br>c. Oral Comprehensive Examination<br>Request to take the Comprehensive Examination must be made by submission of the referenced form to the Office of the Graduate Program Coordinator at the time of submission of the Dissertation Proposal to the committee. The Oral Comprehensive Examination will be scheduled at least 30 days after submission of the application and written proposal.<br>[COE-PHD-07 Application for Ph.D. Comprehensive Examination] | Full-time<br><hr/> Part-time<br><hr/> |
| <b>9. Advancement of Candidacy.</b> Prior to the final Oral Defense, the student must formally submit an application for candidacy which must be approved and signed by the student and thesis advisor, and Office of the Graduate Program Coordinator. This form confirms that all requirements except the final defense have been met.<br>[COE-PHD-08 Application for Admission to Ph.D. Degree Candidacy]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                       |
| <b>10. Final Oral Defense.</b> The defense is scheduled by submitting the referenced form to the Office of the Graduate Program Coordinator and must be scheduled at least 6 months after the Comprehensive Examination, and at least 30 days after submitting a satisfactory dissertation draft to the advising committee.<br>[COE-PHD-09 Application for Final Examination]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |
| <b>11. Final Dissertation Submission.</b> A printed and signed copy of the final dissertation must be submitted to the Office of the Graduate Program Coordinator at least 14 days prior to the official end of the semester in which the student wishes to graduate. The official formatting requirements may be found in the referenced document.<br>[COE-PHD-10 Requirements for Final Ph.D. Dissertation]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                       |



**VILLANOVA**  
**UNIVERSITY**  
College of Engineering

## Ph.D. Degree Program Checklist Signature Page

Please fill out the following form, copy for your records, and submit the original to the Office of the Graduate Program Coordinator.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Major Dept:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Adviser:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>First Semester of<br/>Ph.D. Program<br/>(Month/Year)</b>                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <p>I have read the Ph.D. Handbook. I understand the requirements for the degree and have indicated on this form the Month/Year in which I must complete the referenced requirements with <u>stated</u> deadlines, and in which I anticipate completing the requirements that have <u>recommended</u> deadlines. I understand that failure to meet these requirements without the written consent of the Ph.D. Program Committee may result in expulsion from the Ph.D. program.</p> |  |
| <b>Signed:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>Print Name:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |