

## **CHECKLIST OF DEPARTMENTAL REQUIREMENTS- PHD Program**

### **First Semester:**

- Choose Guidance Committee- file **DEPARTMENTAL FORM A**.
- Complete Qualifying Exam- file departmental form **REPORT ON QUALIFYING EXAM**.
- Complete and file Provisional Study Program- file **DEPARTMENTAL FORM C**.
- Complete two internships and internship course (610A, B, C) - file **DEPARTMENTAL FORM L**.
- Complete ECOL 600B (Fundamentals of Ecology, 3 units)
- Complete **RESPONSIBLE CONDUCT OF RESEARCH FORM** - online Graduate College form
- Submit transfer credit evaluation form (no later than 2<sup>nd</sup> semester) – online Graduate College form

### **Second Semester:**

- Complete internship and internship course (610A, C) - file **DEPARTMENTAL FORM L**.
- Complete ECOL 600A (Fundamentals of Evolution, 3 units).

### **Third Semester:**

- Finalize Doctoral Committee members- file **DEPARTMENTAL FORM F**.
- Submit **DOCTORAL PLAN OF STUDY**- online Graduate College form.

### **Fourth Semester:**

- Submit **COMP EXAM COMMITTEE APPOINTMENT FORM** - online Graduate College form.

### **Annually, Beginning in Second Year:**

- Present a seminar in the departmental noon seminar (ECOL 596B) - file **DEPARTMENTAL FORM K** each time.
- Meet with Dissertation Committee to review research progress and get advice on research directions - file **DEPARTMENTAL FORM J** each time.

### **By the End of the Fifth Semester:**

- Prior to completing the oral portion, submit the **ANNOUNCEMENT OF ORAL EXAM FORM** - online Graduate College Form.
- Complete written and oral portion of Comprehensive Exam.
- Submit a copy of the approved proposal to the Graduate Coordinator to be kept on file with the department.
- Submit **DOCTORAL DISSERTATION COMMITTEE APPOINTMENT** form - online Graduate College form.

### **By the End of the Tenth Semester:**

- Complete and defend dissertation using **ANNOUNCEMENT OF FINAL ORAL DEFENSE** - online Graduate College form.

### **For Degree:**

- Four semesters of noon seminar, ECOL 596B (Population Biology, 1 unit each semester).
- At least two semesters as a half-time (0.5 FTE) Graduate Teaching Assistant.

**The student is responsible for submitting all departmental forms to the Graduate Coordinator in BSW 324 and all Graduate College forms online.**