

# Syracuse University - School of Education

## Doctoral Checklist for program \_\_\_\_\_

Name \_\_\_\_\_ SU ID # \_\_\_\_\_

Address \_\_\_\_\_ Student e-mail address \_\_\_\_\_

\_\_\_\_\_ Student Cell Phone # \_\_\_\_\_

Program Advisor \_\_\_\_\_ Dissertation Advisor \_\_\_\_\_

\_\_\_\_\_ **Official degree-bearing undergraduate and graduate transcripts**  
(with additional transcripts for transfer courses listed on formal doctoral program plan)

\_\_\_\_\_ **Informal Doctoral Program Plan:** copy from advisor to the Office of Academic and Student Services

\_\_\_\_\_ **Preliminary Memo:** Form or email from advisor to the Office of Academic and Student Services  
(after 45 hour review)

\_\_\_\_\_ **Formal Doctoral Program Plan:** original submitted to the Office of Academic and Student Services for final  
Approval. Approval letter and copy of the formal program will be sent to the student and department

\_\_\_\_\_ **Research Apprenticeship Registration:** sent to the Office of Academic & Student Services

\_\_\_\_\_ **Research Apprenticeship Advisor Approval form or/Practicum requirement:** sent to Office of Academic and  
Student Services

\_\_\_\_\_ **Submit IRB** (Institutional Review Board) approval letter, if needed for Research Apprenticeship

\_\_\_\_\_ **Application for Doctoral Qualifying Exam:** complete registration form no less than 2 weeks before the exam

\_\_\_\_\_ **Qualifying Exam:** results to the Office of Academic and Student Services (per memo or email from advisor)  
Note: you have 5 years from completion of exam to completion of your program

\_\_\_\_\_ **All But Dissertation (ABD) Status Form:** Certification that this student has officially attained the status of ABD

\_\_\_\_\_ **Dissertation Proposal:** file one signed cover sheet with the Office of Academic and Student Services

\_\_\_\_\_ **IRB approval letter** if proposal is needed for dissertation research

\_\_\_\_\_ **Diploma Request** (student completes electronically on MySlice one semester before defense)

\_\_\_\_\_ **Intent to Defend:** to be filed electronically the semester before defense

\_\_\_\_\_ **Request for Examination form:** to be filed electronically 4 weeks before defense

\_\_\_\_\_ **Three copies of dissertation:** to the Associate Dean 3 weeks before defense

\_\_\_\_\_ **Submit cover page of dissertation signed by your advisor** to the Office of Academic and Student Services

\_\_\_\_\_ **Submit final revised and signed version of dissertation** to 107 Steele Hall

(Keep this for your records. As requirements are met, this same sheet is completed by the Office of Academic and Student Services in 111 Waverly, Suite 230.)