

## Natural Resources Ph.D. Degree Checklist

Check when Completed	Procedure	When To Do
<input type="checkbox"/>	1. Read general regulations and Ph.D. degree sections of the UNL Graduate Studies Bulletin, then secure registration materials. Consult with your advisor and register for course work.	During pre-registration or during general registration.
<input type="checkbox"/>	2. Select a thesis topic in conjunction with your advisor.	Shortly after beginning your program, preferably in your 1 <sup>st</sup> semester.
<input type="checkbox"/>	3. With the aid of your advisor, select a Supervisory Committee of at least three other professors in addition to your advisor to serve as your examining committee. At least one member of your committee must be from outside the School. File the <a href="#"><u>Appointment of Supervisory Committee for Doctoral Degree</u></a> ( <a href="#">link</a> ) form with Office of Graduate Studies.	As soon as you know what your project involves and can choose committee members on their ability to advise you.
<input type="checkbox"/>	4. Prepare an initial research proposal and a tentative <a href="#"><u>Program of Studies</u></a> ( <a href="#">link</a> ). After approval by your advisor, submit these documents to the members of your committee and organize an initial meeting to discuss your project and class work.	Prior to completion of 45 credit hours of your program requirements
<input type="checkbox"/>	5. Submit an approved <a href="#"><u>Program of Studies</u></a> form to the Graduate Studies Office for approval. The signatures of your advisor and the SNR Graduate Committee Chair must be obtained prior to submission to Graduate Studies. All course deficiencies must be completed before approval.	Prior to completion of more than half of your program requirements.
<input type="checkbox"/>	6. Prepare and present a thesis prospectus.	No later than the first half of your second semester.
<input type="checkbox"/>	7. A written one or two page summary of your research plan should be available at least one week prior to your prospectus presentation. It will be distributed with the presentation announcement.	Submit to School Graduate Secretary at least 1 week prior to date of seminar.
<input type="checkbox"/>	8. Formal evaluation of your progress and course work.	At the end of your 1 <sup>st</sup> year.
<input type="checkbox"/>	9. Complete written and oral comprehensive examinations as given by your committee. Complete and submit the <a href="#"><u>SNR Written and Oral Comprehensive Examinations Report</u></a> to the SNR Graduate Committee	
<input type="checkbox"/>	10. File <a href="#"><u>Application for Admission to Candidacy</u></a> ( <a href="#">link</a> )	Once you have passed the Comprehensive Exams and satisfied the language or research tool requirement, you should apply no later than seven months prior to the final oral examination

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<input type="checkbox"/>	11. Click on the link for <a href="#">Guidebook for Preparing a Thesis or Dissertation</a> or obtain a copy from the Office of Graduate Studies and consult the thesis format instructions in this Guidebooks in preparing your dissertation.	Before thesis is ready to be typed.
<input type="checkbox"/>	12. Click on the link for <a href="#">deadline sheet</a> or pick up from the Graduate Studies.	At the beginning of the semester in which you plan to graduate.
<input type="checkbox"/>	13. Complete the <a href="#">Application for Degree (link)</a> and turn it in to the Graduate Services Office. Upon receipt of the Application for Final Oral Exam, a final packet will be given or sent to the student.	At the beginning of the semester in which you plan to graduate.
<input type="checkbox"/>	14. Arrange for cap and gown at Nebraska Union Bookstore.	About 8 weeks before Commencement.
<input type="checkbox"/>	15. Provide an advisor-approved copy of dissertation to your reading committee	Seven weeks before planned defense. You should allow 2 weeks for your reading committee to read your dissertation.
	16. Revise dissertation.	Four weeks before defense <i>after</i> your reading committee has approved your dissertation.
<input type="checkbox"/>	17. Set date for final defense and seminar presentation. Apply for <a href="#">Final Oral Examination. (link)</a> Submit preliminary copy of dissertation/abstract to be checked for format.	Three weeks prior to the date of the oral examination. Check deadline on deadline sheet from Graduate Studies.
	18. Revise your dissertation and provide a copy to all committee members	Three weeks before your defense.
<input type="checkbox"/>	19. Announce seminar.	At least one week before seminar.
<input type="checkbox"/>	20. Revise your dissertation accordingly and file your dissertation along with material provided in the <a href="#">Final Packet for Doctoral Students</a> (received at the time of degree application)	
<input type="checkbox"/>	21. Have the final copies of your thesis stamped at the Graduate College before going to the Library.	
<input type="checkbox"/>	22. Deposit two approved copies of your thesis at Love Library, Room 106. Librarian will sign final exam form.	
<input type="checkbox"/>	23. Pay binding fee to Cashier in Administration building. Cashier will sign final exam form.	
<input type="checkbox"/>	24. File completed form in the Graduate College Office.	

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<input type="checkbox"/>	25. Settle all outstanding accounts (libraries, campus police, etc.), and return any items borrowed from other departments, from other labs within the SNRS, and from your advisor.	
<input type="checkbox"/>	26. Have copies of your thesis hardbound for your advisor and the School and copies to your advisory committee members as requested.	
<input type="checkbox"/>	27. Return your keys and get your refund at the Key Shop.	
<input type="checkbox"/>	28. Attend Doctoral Hooding Ceremony	Day before graduation
<input type="checkbox"/>	29. Congratulations! Attend Graduate Ceremony	