

# EALC Nomination to PhD Candidacy Checklist

## 1. COURSEWORK COMPLETION

\_\_\_\_ Complete your EALC coursework requirements. Meet with your advisor and/or the DGS to be sure that all requirements have been met.

\_\_\_\_ Complete the coursework for your minor.

- Follow minor department procedures for completion and verification.
- The minor department will need to report completion to EALC

## 2. QUALIFYING EXAMS

- **EALC requires 3 exams; 2 written, followed by one oral.**
- **All exams must be taken at EALC.**
- **If necessary, a phone conference can be arranged to connect to faculty outside of Bloomington for the oral exam.**

\_\_\_\_ Form a three-person exam committee which will supervise, evaluate, and help you to prepare for, your qualifying exams.

- Your exam committee does not necessarily need to be the same as your Advisory Committee.

\_\_\_\_ Complete the exam committee signature form, which needs to be signed by all committee members. The form is available from the graduate secretary.

\_\_\_\_ In consultation with your committee, create a reading list for your exams.

\_\_\_\_ Schedule your exams with your Exam Committee.

- Allow at least six weeks for your committee to develop questions.
- Notify the EALC Graduate Secretary so that a room can be reserved for your exams.

\_\_\_\_ If all exams are passed, the Exam Committee will sign the Nomination to Candidacy form and the graduate secretary will submit it to the University Graduate School so that it can be approved by the Dean.

## 3. RESEARCH COMMITTEE AND COLLOQUIUM

\_\_\_\_ Identify a dissertation director/Research Committee chair. In consultation with you, the department will recommend the three other members of your Research Committee.

\_\_\_\_ Work with your committee to prepare your dissertation proposal.

- Prepare 2 versions of the proposal:
  - o A 1-2 page version which will be submitted to the Graduate School along with your research committee paperwork
  - o An 8-10 page version which will be used by your committee and kept on file in the department.

\_\_\_\_ Within eight months of your Nomination to Candidacy, schedule your dissertation colloquium with the Graduate Secretary.

\_\_\_\_ Hold the colloquium. EALC faculty and students will be invited to your presentation of your research.

\_\_\_\_ After your colloquium, your research committee will formally sign off on your proposal and sign the paperwork agreeing to serve on your committee.

#### 4. WRITING AND COMMUNICATION WITH COMMITTEE

\_\_\_\_\_ Keep in regular contact with your committee. Failure to do so and to provide regular evidence of your progress can result in academic probation and dismissal from the doctoral program.

\_\_\_\_\_ From date of your last (oral) exam (NOT your colloquium), you have seven years to complete the dissertation.

- You must be continuously enrolled every fall and spring semester until the dissertation has been successfully defended and the final version submitted.
- If you want your degree to be awarded in June, July, or August, you must be enrolled in one of the two summer sessions.