

Steps for A Successful Doctoral Degree Program

What Action To Be Taken:

1. Take GRE and TOEFL
All must take GRE. Obtain and carefully read Graduate Bulletin
2. Contact potential major professors
3. Apply for Admission
4. Apply for Assistantship
5. Write letters of acceptance. Attend required orientation sessions
6. Work out initial class schedule
7. Select committee members
8. Complete graduate degree plan, include background courses
9. Petition for changes in degree plan as needed
10. Secure Dissertation guide
11. Submit Dissertation Prospectus
Must be submitted the Semester prior to graduation.
12. Apply for Qualifying Exams
13. Apply for Candidacy
14. Apply for degree, pay graduation fee, arrange for cap & gown.
15. Submit completed Dissertation and application for Dissertation exam
16. Results of Dissertation Defense submitted to Graduate Office
17. Pay for Dissertation binding/microfilming
18. Attend Commencement!
Publish your dissertation!

When Action Should Be Taken:

- Preferably at least 6 weeks prior to applying – no later than first semester of enrollment.
- Before submitting Admission Application
- As early as possible prior to semester you wish to start. No less than 30 days. Need official transcripts and admission form.
- Need 3 reference letters and assistantship form and letter indicating interests.
- As notified by ATCF and Graduate Office
- With assistance from Major Professor prior to first registration; must take 9 hours if on assistantship.
- During first semester; with advice from major professor.
- During first semester, before pre-registration period.
- As needed.
- Before beginning Dissertation prospectus
- Before beginning Dissertation research
- Before completion of last 6 credit hours of graduate classes at SFA.
- After completion of qualifying exams after dissertation proposal approved. Must be done the semester prior to the semester in which you plan to graduate.
- By deadline in current Bulletin (October 22, 2001)
- By deadline in current Bulletin (November 30, 2001)
- By deadline in current Bulletin (December 7, 2001)
- After Dissertation Defense
- See Date in Schedule of Classes

Where to Obtain Forms or Information:

- Counseling/Career Services in Rusk Bldg or Graduate Office Austin Rm. 310
- Professional approach is via regular mail or phone for initial contact. Attend professional meetings.
- Admission application and Procedure detailed in Graduate Bulletin or on SFASU website. Include letter stating the specific field(s) of study in which you are interested.
- Assoc. Dean of ATCF or website
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- Assoc. Dean of ATCF or website
- Assoc. Dean of ATCF or website
- Purchase from University Bookstore
- Assoc. Dean of ATCF or website
- Assoc. Dean of ATCF or website
- Assoc. Dean of ATCF or website
- Graduation Office of Registrar's Office
- Signed by Committee and Assoc. Dean of ATCF; forwarded to Graduate Office
See page 27 of Graduate Bulletin
- Signed by Committee and Assoc. Dean of ATCF; forwarded to Graduate Office
- Technical Services Office of Steen Library