G.W.Woodruff School Checklist for PhD Program
Georgia Institute of Technology

TIMING	THESIS	SEMINARS	COURSEWORK	QUALIFYING EXAMS	TEACHING PRACTICUM	FORMS
Upon Arrival	Identify a Faculty Advisor					Submit a Program of Study
Following 1 year of enrollment for MS holders, Following 2 years of enrollment for BS holders				Pass Ph.D. Qualifying Exam		Request for Admission to Ph.D. Candidacy
Before Graduation — Year 1			Complete 24 course credits in Major Area			
Year 2			Complete 12 course credits in Minor Area			
Year 3			Complete 6 course credits in Electives		Complete Teaching Practicum	
Year 4+						Complete all documents/forms on checklist prior to graduation
Within 1 Year of Passing Qualifying Exams	Identify a Proposal Topic; Identify Proposal Reading Committee; Present Proposal					Submit Proposal Presentation Announcement; Submit Forms for Proposal Presentation
Semester before Final Semester		Complete Seminars (ME/NRE 8011 & 8012)				Submit list of seminars attended and "Seminar Registration" Form; Apply to Graduate; Request for Approval of Doctoral Minor form
Final Semester	Submit Dissertation Abstract and Cover Page; Complete Format Check of Thesis (optional); Defend Dissertation; Submit Dissertation					Submit Ph.D. Defense Announcement; Complete Certificate of Thesis Approval for Doctoral Students, and Evaluation Forms; SmarTech Repository Agreement Form; Survey of Earned Doctorate Form (online); Equipment Checkout Clearance Form; Enrollment Waiver Form (only if needed); Request for Withholding of Thesis/Dissertation (optional)

Georgia Tech | The George W. Woodruff School of Mechanical Engineering

ME Ph.D. Checklist to Graduate

Below is a Checklist of actions needed for the Ph.D. degree. You are responsible to complete all necessary forms, which must be submitted and approved by the stated deadlines.
(All forms to be submitted to the Office of Student Services- MRDC 3112)

Further information about all of these items can be found in the Woodruff School Graduate Handbook. For any questions or clarification regarding this checklist, please visit the Woodruff School Office of Student Services- MRDC 3112

		Requirement	Category	Deadline
☐	1	Identify a Faculty advisor	Thesis	On arrival
☐	2	Submit a Program of Study	Forms	Within first semester
☐	3	Pass Ph.D. Qualifying Exam	Qualifying Exams	Following 1 year of enrollment for MS holders, Following 2 years of enrollment for BS holders
☐	4	Complete 24 course credits in Major Area	Course work	By graduation
☐	5	Complete 12 course credits in Minor Area	Course work	By graduation
☐	6	Complete 6 course credits in Electives	Course work	By graduation
☐	7	Complete Teaching Practicum	Course work	Prior to last semester
☐	8	Complete Seminars (ME/NRE 8011 & 8012)	Seminar	One semester before your expected graduating semester
☐	9	Submit list of seminars attended and "Seminar Registration" Form	Forms	One semester before your expected graduating semester
☐	10	Identify a Proposal Topic and your Proposal Reading Committee	Thesis	During semester prior to Proposal Presentation Proposal Presentation recommended within 1 year of passing qualifying exams
☐	11	Request for Admission to Ph.D. Candidacy	Forms	During semester prior to Proposal Presentation
☐	12	Proposal Presentation Announcement	Forms	Two weeks prior to Proposal Presentation
☐	13	Submit Forms for Proposal Presentation	Forms	Directly following Proposal Presentation
☐	14	Apply to Graduate	Forms	One semester before your expected graduating semester

☐	15	[Submit Ph.D. Defense Announcement](#)	Forms	At least six (6) months after your proposal presentation, AND At least two weeks (14 days) prior to the defense
☐	16	[Complete certificate of thesis Approval for doctoral Students, and Evaluation Forms](#)	Forms	Before thesis defense
☐	17	[Complete Format Check of Thesis (optional)](#)	Thesis	1 week before submission of your dissertation
☐	18	[Submit Dissertation](#)	Thesis	By semester deadline for dissertation submission
☐	19	[Submit Dissertation Abstract and Cover Page](#)	Thesis	By semester deadline for dissertation submission
☐	20	[Request for Withholding of Thesis/Dissertation (optional)](#)	Forms	By semester deadline for dissertation submission
☐	21	[Complete all documents prior to graduation](#)	Forms	By semester deadline for dissertation submission
☐	22	[Request for Approval of Doctoral Minor form](#)	Forms	By semester deadline for dissertation submission
☐	23	[SmarTech Repository Agreement Form](#)	Forms	By semester deadline for dissertation submission
☐	24	[Survey of Earned Doctorate Form (online)](#)	Forms	By semester deadline for dissertation submission
☐	25	[Enrollment Waiver Form (only if needed)](#)	Forms	Before the last day of registration for the graduation term
☐	26	[Equipment Checkout Clearance Form](#)	Forms	A week before you graduate

Detailed Instructions

1   Identify a Faculty Advisor

Before your first semester, find a faculty advisor. Students can review available faculty by research area here: http://www.me.gatech.edu/faculty. Hiring will depend on the availability of funding in a faculty advisor's group, along with fit and student performance during interviews with potential faculty advisors.

2   Submit a Program of Study

A Ph.D. Program of Study form must be submitted for approval by your faculty advisor and the Woodruff School Graduate Committee before the end of your first semester of doctoral study. This form should be resubmitted if/whenever your Program of Study changes.
https://www2.me.gatech.edu/graddb/forms/student/

Frequency and timing of Woodruff School graduate courses can be found here: http://www.me.gatech.edu/hb/apA and here: http://www.me.gatech.edu/hb/apB

Sample Programs of Study can be found here:
http://www.me.gatech.edu/hb/apF

3   Pass Ph.D. Qualifying Exam

The objective of the Ph.D. Qualifying Examination is to assess your general knowledge of mechanical engineering or nuclear and radiological engineering. The examination philosophy of the Woodruff School is to evaluate your understanding of fundamental principles and your ability to apply these principles to solve problems. The English language in both its written and oral forms will be used to solve problems on the qualifying examination. The qualifying examination provides an early assessment of your potential to satisfactorily complete the requirements for the doctoral degree. All students entering the Ph.D. program in the Woodruff School are required to take the examination. The written examination is closed-book and closed-notes.

Entering with MS Degree: First opportunity following the one- year anniversary of enrollment.
      For example, if enrollment were Fall 2018, qualifying exams would be taken Fall 2019.

Entering with BS Degree: First opportunity following the two- year anniversary of enrollment
      For example, if enrollment were Fall 2018, qualifying exams would be taken Fall 2020.

The dates of qualifying exams for each year are posted here, along with further information about the exams: http://www.me.gatech.edu/graduate/handbook/phd/quals

Descriptions of exam topics can be found here: http://www.me.gatech.edu/hb/apD

Historic exams can be found here: http://quals.me.gatech.edu

4   Complete 24 course credits in Major Area
The major area must be in a coherent subject area appropriate to ME, or related combinations. If you completed a master's thesis in this area, it may count for nine semester hours toward this requirement (a copy of the M.S. thesis abstract must be attached to the Ph.D. program of study form). ME 6753, ME 6789, and ME 6799 do not meet this requirement.

5   Complete 12 course credits in Minor Area
The minor area must be distinctly different from the major area. The minor is intended to provide depth in an area not directly needed for Ph.D. research or related to the area of the principal expertise of the student. Any courses within the College of Engineering, College of Science, or College of Computing can be counted toward the minor area.

6   Complete 6 course credits in Electives
Elective courses may be different than the major or minor, or could be applied to either the major or minor area.

7   Complete Teaching Practicum
The teaching practicum must be completed prior to your last semester. Students enrolled in the teaching practicum will work closely with a Woodruff School faculty member in all aspects of teaching a course. The faculty member of record will maintain full responsibility for the course. You must do the teaching component and the classwork in the same term.

Students enrolled in the practicum will attend regular meetings to discuss aspects of teaching appropriate to your chosen field. You may **not** register for this course during the semester in which you expect to receive the Ph.D. ME/NRE 7757 is offered on a pass/fail basis and **cannot** be used to satisfy the 42 semester-hours course work requirement. Obtain the approval of both the proposed faculty mentor and your advisor, and submit the form online: https://www2.me.gatech.edu/graddb/forms/student/

Further details can be found in the Graduate Student Handbook.

8   Complete Seminars (ME/NRE 8011 & 8012)
All Ph.D. students must register for Seminar **8011** (1 credit hour- no letter grade- attend at least 11 seminars) and Seminar **8012** (1 credit hour- no letter grade- attend at least 11 seminars). You must keep track of each seminar that you attend (date, speaker, title of seminar).

Any graduate research seminar given in the Woodruff School may be used to satisfy this requirement provided that the seminar is not part of another course for which you are registered. The seminar schedule can be found here:
http://www.me.gatech.edu/aggregator/sources/2

9   Submit list of seminars attended and "Seminar Registration" Form
After you attend **eleven** seminars, submit the online Seminar Registration Form during registration period. Once the approval process is completed, you will be issued a permit to register for seminar credit. Once you have this permission, you must formally register for the seminar course (ME/ NRE 8011 and/or ME/ NRE 8012).
https://www2.me.gatech.edu/graddb/forms/student/

10   Identify a Proposal Topic and your Proposal Reading Committee

Prior to the semester that you are ready to present your Proposal, a composition of your reading committee should be decided in conjunction with your advisor. The committee consists of at least five members. http://me.gatech.edu/graduate/handbook/phd/proposal

11   Request for Admission to Ph.D. Candidacy

To be admitted for Ph.D. candidacy, a student must meet the following requirements:

- Thesis topic identified
- Thesis committee chosen
- Qualifying exams passed
- Responsible Conduct of Research (RCR) training completed (online CITI RCR **AND** RCR Credit Course) (if required by your funding source)

Prior to the semester that you are ready to present your Proposal, complete the "Request for Admission to Ph.D. Candidacy" form:
http://www.grad.gatech.edu/sites/default/files/documents/phdcandidacyform- 101714.pdf
Obtain the signature of only your thesis advisor and hand it in.

In addition, your thesis advisor should email a justification of the composition of your reading committee to Dr. Andrei Federov (andrei.fedorov@me.gatech.edu) and your academic advisor.

12   Proposal Presentation Announcement

Submit your announcement online two weeks (14 days) prior to the presentation. This action must be coordinated with your committee members:
https://www2.me.gatech.edu/graddb/forms/student/

A copy of the completed draft of the thesis should be emailed to your reading committee at the same time.

13   Submit Forms for Proposal Presentation

Before your presentation, pick up your "Request for Admission to Ph.D. Candidacy" form:
http://www.grad.gatech.edu/sites/default/files/documents/phdcandidacyform- 101714.pdf

Bring it along with 5 copies of the Evaluation forms:
http://me.gatech.edu/files/grad/EvaluationForm
for your reading committee to sign as acceptance of your presentation/thesis.

Bring forms back to the Office of Student Services for signature of Chair and processing.

14   Apply to Graduate

Apply online for graduation one (1) semester before your expected graduating semester.
http://me.gatech.edu/graduate/apply_graduate

15   Submit Ph.D. Defense Announcement
Deadlines are posted each semester on the Graduate Studies website:
http://www.grad.gatech.edu/theses-dissertations-deadlines

Must be at least six (6) months after your Thesis Proposal presentation.

Submit your announcement online two weeks (14 days) prior to the presentation. This action must be coordinated with your committee members:
https://www2.me.gatech.edu/graddb/forms/student/

A copy of the completed draft of the thesis should be emailed to your reading committee at the same time.

16   Complete certificate of thesis Approval for doctoral Students, and Evaluation Forms
Before your presentation, complete the Certificate of Thesis Approval for Doctoral Students: http://www.grad.gatech.edu/sites/default/files/documents/certiphd.pdf, bring it along with the 5 copies of the Evaluation forms: http://me.gatech.edu/files/grad/EvaluationForm for your reading committee to sign as acceptance of your presentation/defense.

Bring all forms to the Office of Student Services for signature of Chair and processing.

17   Complete Format Check of Thesis (optional)
One week before submission of your dissertation: Email a PDF of your dissertation to thesis@grad.gatech.edu to have the format checked.

18   Submit Dissertation
Submit your dissertation electronically on the Graduate Studies website:
http://www.grad.gatech.edu/theses-dissertations-electronic-submission

19   Submit Dissertation Abstract and Cover Page
Please bring 2 Copies of Abstract and 2 Copies of Cover Page to the Graduate Studies office (318 SAVANT Building) on or before the published deadlines.

20   Request for Withholding of Thesis/Dissertation (optional)
If your thesis advisor wishes to withhold your dissertation, please complete and hand in to the Graduate Studies Office (318 SAVANT Building):
http://www.grad.gatech.edu/sites/default/files/documents/withholdingform.pdf

21   Complete all documents/forms prior to graduation
Make sure that all documents are completed before graduation deadline:
http://www.grad.gatech.edu/sites/default/files/documents/checklist-documents20121.pdf

22   Request for Approval of Doctoral Minor form
Please complete and hand in:
http://www.grad.gatech.edu/sites/default/files/documents/doctoral_minor_form.pdf

23   SmarTech Repository Agreement Form

Please complete and hand in to the Graduate Studies Office (318 SAVANT Building):
http://www.grad.gatech.edu/sites/default/files/documents/smartechrepository.pdf

24   Survey of Earned Doctorate Form (online)

Please complete online, print "certificate of completion" and hand in to the Graduate Studies Office (318 SAVANT Building): http://www.grad.gatech.edu/theses-dissertations-forms

25   Enrollment Waiver Form (only if needed)

Students who have met all requirements for graduation before the last day of registration for the graduation term and who were registered the preceding semester may be eligible for an Enrollment Waiver. The Enrollment Waiver must be submitted before the first day of classes.

Enrollment Waiver form: http://registrar.gatech.edu/docs/pdf/Enrollment_Waiver_form.pdf

Deadline for Enrollment Waiver: http://www.grad.gatech.edu/theses- dissertations-deadlines

26   Equipment Checkout Clearance Form

A week before you graduate, please complete and hand in the Equipment Checkout Clearance Form (form can be found under the "Forms" tab):
http://me.gatech.edu/graduate/handbook/forms