

FULFILLING DOCTORAL DEGREE REQUIREMENTS - CHECKLIST

PH.D. Requirement Milestones for Graduate Students (from the beginning of program)

	Procedure	Time Frame of Completion
1	<input type="checkbox"/> Select Major Professor – finalize this arrangement with an official binding agreement	End of 1 st year of study
2	<input type="checkbox"/> Plan your course of studies and advisory committee members by completing departmental Plan of Study forms and Course Work Transfer form	MS – PhD: end of 1 st year of study BS – PhD: end of 2 nd year of study
3	<input type="checkbox"/> Coursework Outline Requirements (BS – PhD) <ul style="list-style-type: none"> • Minimum of 36 hours (not S/U graded course work) • 12 credit hours of core courses in thermal sciences, mechanical systems, or materials science and engineering • 21 credit hours of technical elective courses selected by student/major professor/advisory committee • 3 credit hours of Math • At least 18 hours at the 7000 level or above • 18 hours of dissertation research, ME 9000 • 1 credit hour of ME 7901 Seminar course <p>*Core courses are same as MS Degree Core Courses (see page #7)</p>	Before or no later than semester of scheduled general exam
4	<input type="checkbox"/> Coursework Outline Requirements (MS – PhD) <ul style="list-style-type: none"> • Maximum of 18 hours transferred from prior recognizable MS degree - eligibility determined by student's major professor, advisory committee, and graduate advisor • At least 18 hours of courses • Minimum core course requirement of 12 credit hours (same as M.S. degree core courses, page #7) with at least 9 of the 12 credit hours being 7000-level courses • Minimum 18 hours of dissertation research, ME 9000 • 12 units from M.S. to Ph.D. cannot have ME7903 credits 	Before or no later than semester of scheduled general exam
5	<input type="checkbox"/> Complete PhD Qualifying Exams: <ul style="list-style-type: none"> • Pass in a minimum of three areas (mathematics + two topics to continue with PhD program) 	MS – PhD: complete 1 st attempt within 1 st full year of study after admitted BS – PhD: within 1 st two years of study
6	<input type="checkbox"/> Complete course work requirements if necessary to complete PhD Qualifying Exams and continue in the PhD Program in ME	Complete courses as soon as possible, within 1-2 years
7	<input type="checkbox"/> Schedule and Complete General Examination with a detailed research proposal (submit all required forms):	Upon completion of essentially all course work (not before the last

	<p>https://www.lsu.edu/graduateschool/files/enrolled-student-forms/doctoral_general_defense_and_audit.pdf</p> <p>CV or Resume, and</p> <p>https://www.lsu.edu/graduateschool/files/enrolled-student-forms/doctoral_degree_audit_change.pdf (if required)</p>	semester of course work) – within 15 months after you completely satisfy the requirements for the qualifying exam.
8	<p><input type="checkbox"/> Maintain continuous registration for a <u>minimum of three semester hours of credit each regular semester</u> (excluding summer)</p>	After completion of general examination to end of semester in which an approved dissertation is submitted to the Graduate School
9	<p><input type="checkbox"/> Present a seminar, discussing the major results of your research. This should occur at the Graduate Student Conference scheduled annually. Earning a passing grade in the ME Graduate Seminar Series, ME 7901, is also required.</p>	April before graduation
10	<p><input type="checkbox"/> Submit Request for final examination forms and complete the Final Examination (defense), and Vita; if graduating same semester, submit Application for Degree</p>	Request for the final examination must be submitted 3 ½ - 4 weeks prior to the proposed examination date, and by the current semester deadline, if candidate for degree.
11	<p><input type="checkbox"/> ME 7901 attendance requirement is waived</p>	After completing and successfully defending dissertation
12	<p><input type="checkbox"/> Complete check-out by returning keys, checked out textbooks, equipment, and submitting check-out/survey form</p>	Before graduation or leaving the university