ECE PhD - Departmental Advancement to Candidacy Checklist

BEFORE THE PhD RESEARCH PROPOSAL PRESENTATION

☐ Course requirements. Make sure you have fulfilled all ECE PhD course requirements necessary to advance to candidacy:
  o Required Coursework
  o Required number of credits for ECE 998

(The detailed description of course requirements is available at catalog.gmu.edu)

☐ Qualifying Exam passed _______________________________.
  (date)

☐ Plan of Study submitted to the Department (form available online or in the Department).

☐ Advisory Committee formed (form available online or in the Department).

☐ Teaching Requirement – this requirement needs to be fulfilled by the time of graduation. However, if you have already completed the requirement, please fill out the form available on the ECE website and submit it to the department.

☐ Seminar Requirement – this requirement needs to be fulfilled by the time of graduation. However, if you have already completed the requirement, please fill out the form available on the ECE website and submit it to the department.

☐ List of Papers Submitted – please list out all the papers you’ve submitted by the time you defend your proposal.

☐ Doctoral proposal presentation date: Select a presentation date with your committee.

☐ Room: Once the date has been confirmed with all committee members, book a conference room for your presentation with Jammie Chang.

☐ Announcement: Once date and time have been determined, prepare a flyer notifying of your presentation (format sample: on the reverse).
  Email the announcement to Jammie Chang (jchangn@gmu.edu) at least two weeks before your presentation. Even though the proposal presentation is closed to public, the announcement is still required.

☐ ECE PhD Record of Research Proposal Presentation Form
  On the day of your presentation prepare the form for your Advisor and submit it to him/her before the presentation. The form is available on the ECE website and in the ECE office. The Advisor will then submit the form to Jammie Chang right after the presentation.

☐ ECE PhD Student Learning Outcomes Evaluation
  On the day of your presentation prepare the form for your Dissertation Supervisor and submit it to him/her before the defense. The Supervisor will then submit the form to Jammie Chang right after the defense.

AFTER THE PROPOSAL PRESENTATION

☐ Make sure your Record of Research Proposal Presentation has been signed and submitted to the ECE Office.

☐ Submit the first page of the completed checklist along with the final paper version of your proposal (double-sided) to Rm 3100 for ECE files.

For ECE Office Use ONLY:

☐ Change of grade – ECE 998
☐ Forms: Advancement to Candidacy, Reduction of Credit
☐ Official Letter and Graduation Checklist sent to Student
☐ eGrad entry
Sample Announcement (not longer than one page)

Title: ____________________________________________

Doctoral Research Proposal Presentation
by ______________________

Advisor:____________________
* Committee (* optional)

Date: ..........  Time:........
Rm........  Building........

Abstract

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