

Instructional Systems and Workforce Development (ISWD)
Graduate Info/Checklist for Ph.D.

	Stage	What-to-Do	Req. Forms	Notes/Remarks
<input type="checkbox"/>	After you are admitted to the Ph.D. program...	<ul style="list-style-type: none"> • Contact your initial advisor for course schedule and registration. 	<ul style="list-style-type: none"> • Grad. Registration Request Form (if needed) 	<ul style="list-style-type: none"> • You'll get an <i>acceptance letter</i> indicating who your 'initial' advisor is and other related info. You'll work with him/her till you form your committee. • IF you don't get this letter, please contact the program coordinator. • Contact your initial advisor if you run into any error or problem when registration.
<input type="checkbox"/>	Re-taking courses	<ul style="list-style-type: none"> • Fill out the <i>Re-take Form</i> and send it to your advisor. 	<ul style="list-style-type: none"> • Check the OGS web site to download the <i>Re-take Form</i>. 	<ul style="list-style-type: none"> • Make sure to get all signatures required for the form.
<input type="checkbox"/>	Transferring courses from previous institution(s)	<ul style="list-style-type: none"> • Discuss with your advisor. • Sign the <i>Transfer Form</i> and email to your advisor along with your transcript(s). 	<ul style="list-style-type: none"> • Check the OGS web site to download the <i>Transfer Form</i>. 	<ul style="list-style-type: none"> • Make sure to attach a copy of transcript. • Fill out one form for each school, if you transfer from more than one institution. • No transfer hours are accepted after the comps.
<input type="checkbox"/>	BEFORE taking the comprehensive exam	<ul style="list-style-type: none"> • Form your grad. committee (a min. of 4 members -- in addition to your major advisor, 2 other committee members from ISWD and 1 from outside of ISWD). • Complete the following forms: <ul style="list-style-type: none"> ○ Committee Request Form ○ Program of Study (POS)/CAPP 	<ul style="list-style-type: none"> • Check the OGS web site to download the <i>Committee Request Form</i>. • Get a copy of POS/CAPP from the Dept. Associate (or your advisor). 	<ul style="list-style-type: none"> • For your record, make sure to secure all signatures and save your Committee Req. Form and POS/CAPP properly. • Contact your committee members for study guide.

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<input type="checkbox"/>	Taking the Comprehensive Exam – Written	<ul style="list-style-type: none"> Complete and return the checklist for comps sent by the Dept. Associate before due. Take the comps online (via Canvas) as scheduled. 		<ul style="list-style-type: none"> You'll get an email about comps, including the exam date, checklist and other related info. To prepare your comps, please refer to: https://www.iswd.msstate.edu/graduate/phd/preliminary-examination
<input type="checkbox"/>	Taking the Comprehensive Exam – Oral (A min. of two weeks after passing the written exam)	<ul style="list-style-type: none"> Contact your advisor for scheduling the oral exam. 		<ul style="list-style-type: none"> Your written exam result will be emailed to you. Only after passing your written exam, you can schedule your oral exam.
<input type="checkbox"/>	Taking TECH 9000 Research Hours	<ul style="list-style-type: none"> Fill out the <i>Learning Contract (LC)</i> for each semester and email to your advisor (or dissertation director) for approval before registering. 	<ul style="list-style-type: none"> Go to the ISWD Grad. Form Page for the LC form. 	<ul style="list-style-type: none"> You are not allowed to take TECH 9000 before passing the comps. A min. of 20 hours is required for graduation.
<input type="checkbox"/>	Calling the proposal or defense meeting	<ul style="list-style-type: none"> Check with your advisor (or dissertation director). 		
<input type="checkbox"/>	The last semester when you are graduating...	<ul style="list-style-type: none"> Enroll <i>LIB 9010</i> for dissertation submission. Apply online for graduation. 		<ul style="list-style-type: none"> Check the dissertation deadlines for ISWD and Dean's Office.