

## **PH.D. DEGREE IN HYDROLOGY AND HYDROGEOLOGY** **CHECKLIST**

- Upon arriving at the University schedule an appointment with the Program Director for an entrance interview. At this meeting you will be asked to complete a **Student Information Form** and an **Initial Advisement Worksheet**.
- Attend the New Graduate Student Orientation that assists graduate students in familiarizing themselves with the university and its support services. It is a required program for all new graduate students. Orientation sessions are held on campus just before classes begin each semester. For those graduate students who are unable to attend on campus orientation, contact the Graduate School to complete mandatory online sexual harassment training. The New Graduate Student Orientation fee is charged to your first semester fees. It is a mandatory non-refundable charge.
- During the first year of study the student should schedule the qualifying exam which consists of:
  - Oral Proficiency Examination
  - Approval of Program of Study
  - Development, presentation and defense of detailed doctoral research proposal
- The student should notify the Program Director to schedule the Oral Proficiency Examination. The Director will choose the examination committee and its chair who will schedule and administer the exam. Upon successful completion of the Oral Proficiency Exam, the examination committee will sign the GPHS Ph.D. Oral Proficiency Exam Report and submit it to the Program Director.
- During the first year of study you should develop a research proposal in concert with your advisor.
- Submit the **Declaration of Advisor** form (<http://www.unr.edu/grad/forms/declaration-of-advisor>) to the Program Director no later than the end of the third semester of your program.
- In consultation with your advisor establish an academic committee. The GPHS would like to see this formed within the first year of study but this must be done no later than the end of the 4<sup>th</sup> semester to comply with Graduate School requirements. The committee must contain at least five members, including your advisor, and at least one committee member needs to be from the same department as your advisor. In addition, at least one committee member must be from outside of your home department. For example, if your advisor resides at DRI, one member cannot be affiliated with the UNR department with which your advisor is affiliated. If your advisor is UNR faculty, one member cannot be affiliated with the home department of your advisor. This “outside” member can be a GPHS faculty member or a faculty member from any other department within UNR. Students can include someone who is not affiliated with the GPHS or UNR if the student provides a written request to the

Program Director stating why this person should be on the committee (e.g., how their expertise is essential to the research). The Program Director will then write a memo to the Graduate School to enable this person to serve on the graduate committee. If approved, this person will be affiliated with the UNR department to which the advisor is affiliated, so this person cannot serve as the outside committee member. Formal approval of all student advisory committees is made by the Graduate Dean.

- ❑ Prior to the first committee meeting, complete the **Program of Study Document** (see <http://www.unr.edu/grad/forms>). Bring this document to the Program Director for review. Please review the Graduate Program of Hydrologic Sciences Planning Guide and the Graduate School Catalog to ensure that your coursework fulfills both the Program and Graduate School requirements. Note that the “outside” committee member signs as the graduate school representative, and the Graduate School will not accept hand-written Programs of Study.
- ❑ Once the research proposal is approved by your advisor, distribute it to your committee two weeks prior to the first committee meeting. It is the student’s responsibility to schedule the committee meeting.
- ❑ Make an oral presentation of your research proposal to the academic committee and gain committee approval to proceed. Your committee should review, approve and sign your **Program of Study Document**. If all committee signatures are in place, the Program Director will sign the document and deliver it to the Graduate School. **\*\*Note that the Program of Study Document must be filed with the Graduate School at least one full semester prior to graduation. The deadline for submitting the Program of Study Document for AUGUST and DECEMBER graduation is typically during the third week of APRIL, and the deadline for MAY graduation is typically during the third week of NOVEMBER of the prior year.**
- ❑ After approximately 75 percent of your coursework is complete, schedule and take your Comprehensive Examination. The student’s advisor is responsible for administering the exam. You must sign up for 1 credit of Comprehensive Examination in the department of your advisor during the semester you intend to complete the Comprehensive Examination. Upon successful completion of the Comprehensive Examination, complete the **Doctoral Degree Admissions to Candidacy** form (see <http://www.unr.edu/grad/forms>), and get the signatures of your committee members. If all committee signatures are in place, the Program Director will sign the document and deliver it to the Graduate School.
- ❑ Consult with your advisor and complete your Application for Graduation document when he/she agrees you will be ready to graduate. The application is available online at: <http://www.unr.edu/grad/forms>. Graduation application deadlines are: MARCH 1 for MAY Graduation, JUNE 1 for AUGUST Graduation, and OCTOBER 1 for DECEMBER Graduation. Note that there is a nonrefundable fee for the application and if you need to graduate in a later semester you will need to reapply.
- ❑ Prepare a draft of your dissertation and obtain advisor approval. Distribute the approved and complete document to your committee at least two weeks prior to the defense date. It is the responsibility of the student to schedule the defense date and location. Send the Program Director ([hydro@unr.edu](mailto:hydro@unr.edu)) an announcement of the

defense with the date, time, location, and thesis title at least one week prior to the defense date. **If the defense is not announced at least one week prior to the defense date, the Program Director will not sign your Notification of Completion Document and you will have to reschedule.**

- Make an oral presentation (Defense) of your dissertation to the academic committee and gain committee approval to graduate.
- Make final corrections to your dissertation and then complete your **Notification of Completion Document** (see <http://www.unr.edu/grad/forms>) and obtain committee signatures. Obtain the Program Director's signature, and then deliver to the Graduate School. Follow the instructions on the **Thesis/Dissertation guidelines and submission requirements** (see <http://www.unr.edu/grad/forms/dissertation-filing-guidelines>) to file your dissertation. The signed copy of your **Notice of Completion** must be submitted to the Graduate School approximately two weeks before the official end of the semester (earlier if you intend to be hooded at graduation; see <http://www.unr.edu/grad/graduation-and-deadlines> for the actual dates). Your advisor will also have to sign the **Final Review Approval** form (see <http://www.unr.edu/Documents/graduate-school/dissertation-final-review-approval-form.pdf>) that goes with your final dissertation submittal.
- Congratulations.