

## **OEMS Graduate-Student Program Checklist**

The purpose of this document is to help the graduate student and his/her major advisor track the student progress toward completing the requirements for graduation in the thesis-based MS and the Ph.D. degree-programs of the Department of Ocean Engineering and Marine Sciences, Florida Institute of Technology. The student and the major professor (Advisor) must

**6. Ph.D. Comprehensive Examination.** Ph.D. students are required to complete their comprehensive exam by the end of their 4<sup>th</sup> semester (excluding summer semesters.) Should they not pass, they must retake the exam in the 5<sup>th</sup> semester. Comprehensive examinations are administered by the GPC. The major professor informs the OEMS Departmental Office to initiate the process of Examination Forms are handled by the student coordinators, in coordination with the OEMS Office. Student Coordinators will create the form and email it to the major advisor. Once the form is signed, the major advisor gives the document to the Department H Programs. *Students are not allowed to handle any exam form at any time.*

Date accomplished: \_\_\_\_\_ Student: \_\_\_\_\_ Advisor: \_\_\_\_\_

**7. Thesis or Dissertation Proposal Defense.** All thesis and dissertation students must pass a proposal defense. For Masters students, OEMS Form III [Thesis Title and Proposal Approval](#) and OEMS Form IV [Admission to Candidacy](#) must be completed and given to the OEMS departmental office. For Ph.D. students, a \_\_\_\_\_ generated by the Student Coordinators and emailed to the major advisor. Once the form is signed, the major advisor gives the document to the office for signature. Departmental office will forward the document to Graduate Programs. *Students are not allowed to handle any exam form at any time.*

Date accomplished: \_\_\_\_\_ Student: \_\_\_\_\_ Advisor: \_\_\_\_\_

**8. Registration for Thesis or Dissertation Credits.** Once the MS/Ph.D. student passes the proposal defense, he/she registers for thesis/dissertation until he/she graduates. *MS and Ph.D. students cannot register for thesis/dissertation until after they pass their proposal defense.*

