

# ***SUMMER 2013***

## **PHYSICS PHD GRADUATE STUDENT CHECKLIST -- VERSION 1: 5 AUG, 2013**

**Direction: All graduate student should print and complete this document. Complete each line. Be sure to include signatures from your research advisor and from the Director of the Graduate Program as needed on last two pages. Completed forms (hard copy originals) are to be submitted to Betty Gaffney. Please photocopy and retain one copy for your records.**

**DEADLINE TO SUBMIT COMPLETED FORM, INCLUDING SIGNATURES: AUG 12, 2013**  
**REVIEWED BY CEC: \_\_\_\_\_ DATE: \_\_\_\_\_ RECEIVED BY B. GAFFNEY: DATE: \_\_\_\_\_**

### **GENERAL INFORMATION:**

1. NAME: \_\_\_\_\_

2. Semester and Year you started PhD Program (e.g., Fall 20XX): \_\_\_\_\_

3A. Did you enter the CWRU PhD graduate program having *already* earned a master's degree (or equivalent) at some *other* institution before you came to CWRU? (circle one): YES NO

3B: If "YES", indicate institution and year your master's degree was earned: \_\_\_\_\_

4. Major research interest area: (e.g., CME, CMT, PAT, PAE, Medical Imaging, other): \_\_\_\_\_

5A. Do you have a Research Advisor (circle one): YES NO

5B: If you answered "YES" to 5A, then who is your Research Advisor: \_\_\_\_\_

5C: Is your Research Advisor in the Physics Department: (circle one): YES NO

5D: If "NO" to 5C, who is your Physics Department research liaison:  
\_\_\_\_\_

6: If you answered "NO" to 5A or if you have not finalized selection of your plans for dissertation research please indicate names of possible advisor(s) under consideration: \_\_\_\_\_  
\_\_\_\_\_

***ADVANCEMENT TO PHD CANDIDACY:***

7A: Have you already completed and passed the PhD Qualifying exam: (circle one): YES NO

If "NO" to 7A when do you plan to attempt the PhD Qualifying Exam (Month, year): \_\_\_\_\_

7B: Have you been approved by the School of Graduate Studies for Advancement to Candidacy?  
(circle one of these four:) YES NO UNSURE FORM SUBMITTED

7C: If you have answered "YES" to 7B, have you already completed the Topical Oral exam:

(circle one): YES NO If "NO" your tentative plans to take this (Month, Year:) \_\_\_\_\_

***PLANNED PROGRAM OF STUDY:***

***Note that the School of Graduate Studies may require that all students submit a Planned Program of Study (PPOS) via SIS before they are allowed to register for classes.***

9A: Have you already submitted a Planned Program of Study (PPOS) via SIS and is it up to date?

(circle one): YES NO, NOT YET, BUT I WILL VERY SOON

9B: Have you within the past 6 months submitted a new PPOS and/or have you adjusted/modified/amended your PPOS with the past six months: (circle one): YES NO

If "YES" please attach ***hard copy*** of your current PPOS from SIS. Check here if attached: \_\_\_\_\_

9C: If you answered "YES" to 9A, or 9B do you now need to further ***modify*** your PPOS in the future?

(circle one): YES NO

If "YES" please explain:

10A: If you are a domestic student and/or native English speaker, have you completed and received a passing grade from the UNIV 400 A/B teaching/communication training program?

(circle one): YES NO N/A UNSURE

10B: If you are international student with English-as-Second-Language, have you completed and passed UNIV 400C/402(Intl. TA Communication Skills) at the proficient level?

(circle one): YES NO N/A UNSURE

**ARE THERE UNUSUAL OR UNRESOLVED ISSUES THAT APPLY TO YOUR SITUATION?**

11A: Do any of the following apply? (please check all that apply and attach explanation if needed)

- You have a GPA less than 3.0 or are otherwise not in Good Academic Standing.
- You have an unresolved Incomplete in any graduate course.
- You plan to petition to waive one or more particular degree requirements.
- You have plans for changing your research advisor.
- You are having difficulty finding a research advisor to work with.
- You are having difficulty working with your advisor to develop a dissertation plan.
- You have plans to possibly leave the graduate program or take a leave of absence.
- You feel that you are making insufficient progress toward completing your degree.
- You feel that your sources of financial support are threatened or uncertain.
- You have other academic or research related concerns that should be addressed.

Explain any checked items for Question 11A. Alternately, please make an appointment to discuss the details with the Graduate Program Director.

**11B: Do any of these apply:**

- You are planning to enroll in one or more “fellowship” courses for cultural purposes.
- You are planning to travel to attend a workshop or conference this year to present your own work.

**PROGRESS TOWARD UNIVERSITY COURSEWORK REQUIREMENTS:**

12A. Attach a hard copy listing of your *Unofficial Transcript* from SIS listing grades for all graduate coursework completed. Check here if attached: \_\_\_\_\_

12B: Graduate coursework GPA (from your transcript): \_\_\_\_\_

13A: List all courses completed to date for Letter-Grade Graduate Credit: (e.g., PHYS 414, PHYS 581, etc.): Include only regular graduate courses in physics or approved related fields (400- and 500-level). Do not include PHYS 539, PHYS 601, or PHYS 701:

_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

13B: Number of letter-graded Courses listed: (400-, 500-level, but not 539, not 601, not 701:) \_\_\_\_\_

13C: Credits earned from all regular graduate courses (=3 times 13B): \_\_\_\_\_

13D: List credits for any PHYS 539 (Reading Course) that you have taken. Indicate year and semester taken, name of instructor, topical area, letter grade earned, and total credits earned for each 539 class:

\_\_\_\_\_

13E: Letter-graded credits for all PHYS 539 courses earned so far: \_\_\_\_\_

13F: Total letter-graded credits (=13C + 13E): \_\_\_\_\_

13G: Based on your answer to 13F above, have you completed the requirement for earning 24-credits (12-credits for students entering with a masters) of letter-graded coursework?: (circle one:) YES NO

13H: If your answer to 13G is “NO”, how many more credits of letter-graded coursework you still need to meet this requirement?: \_\_\_\_\_

14A: List Total Credits of PHYS 601 completed so far: \_\_\_\_\_

14B: Total credits of non-dissertation coursework (= 13F + 14A): \_\_\_\_\_

14C: Based on your answer to 14B above, have you completed the requirement for 36-credits (18-credits for students entering with a masters) of non-dissertation coursework?: (circle one:) YES NO

14D: If your answer to 14C is “NO” then indicate how many more credits of non-dissertation coursework you still need to meet this requirement?: \_\_\_\_\_

15A: List total Credits of PHYS 701 (dissertation research) completed: \_\_\_\_\_

15B: Based on your answer to 15A above, have you met the requirement for 18-credits of PHYS 701 dissertation coursework? (circle one:) YES NO

**PROGRESS TOWARD PHYSICS DEPARTMENT COURSEWORK REQUIREMENTS:**

16A: Have you completed PHYS 472 (Graduate Lab)? (circle one:) YES NO

16B: If you answered "NO" to 16A above please check as applies:

- Planning to take PHYS 472 in the future (indicated semester, year:)
- Have already petitioned for waiver from PHYS 472 based on past research experience.
- Do hereby petition for waiver from 472 based on past research experience. Attach.
- Unsure.

17A: Progress toward requirement for two "A-list" (breadth) courses (check only two from this list):

Completed: or Will Complete:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 427 Quantum Electronics                                |
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 431 Physics of Imaging                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 441 Physics of Condensed Matter I                      |
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 451 Empirical Foundation of Standard Model I           |
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 428 or PHYS 436 or PHYS 465 (circle only one of three) |

17B: Progress toward requirement for one "B-list" (depth) course (check only one from this list):

Completed: or Will Complete:

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 442 Physics of Condensed Matter II       |
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 452 Standard Model II                    |
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 460 Advanced Topics in NMR               |
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 581 Quantum Mechanics III                |
| <input type="checkbox"/> | <input type="checkbox"/> | PHYS 591 Gauge Field Theory I                 |
| <input type="checkbox"/> | <input type="checkbox"/> | (PHYS 566 Advanced Cosmology)                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Another course substituted by petition: _____ |

**COURSE REGISTRATION PLANS FOR NEXT ACADEMIC YEAR:**

18A: Have you *ever* registered for PHYS 701 (dissertation) at any time during any past semesters?  
(circle one): YES NO

18B: If “YES” to 18A, Indicate the *year and semester when you first started PHYS 701*: \_\_\_\_\_

18C: Will you register for PHYS 701 this upcoming semester (circle one) YES NO

Only if you answered “YES” to 18C then answer these questions:

18D: Number of PHYS 701 credits yet to be completed (out of 18) \_\_\_\_\_

18E: Estimated number of regular semesters (Fall, Spring) remaining to complete PhD: \_\_\_\_\_

18F: Average number of PHYS 701 credits needed per semester (18B/18C): \_\_\_\_\_

**NOTE: YOU MUST TAKE AT LEAST ONE CREDIT OF 701 EVERY SEMESTER ONCE YOU HAVE STARTED TAKING 701.**

19A: Courses planned for Fall Semester (fill in course number and name as apply):

(1): \_\_\_\_\_ (regular graduate course = 3 credits)

(2): \_\_\_\_\_ (regular graduate course = 3 credits)

(3): \_\_\_\_\_ (regular graduate course = 3 credits)

(4): PHYS 539: (reading course) Who: \_\_\_\_\_ Credits: \_\_\_\_\_

(4): PHYS 601 (non-dissertation) Who: \_\_\_\_\_ Credits: \_\_\_\_\_

(5): PHYS 701 (dissertation) Who: \_\_\_\_\_ Credits: \_\_\_\_\_

(6): PHYS 666 (no credits)

(7): Other not-for-credit \_\_\_\_\_ (for example, UNIV 400 or UNIV 402)

**19B: IMPORTANT: TOTAL NUMBER OF CREDITS FOR REGISTRATION FALL 2013 = \_\_\_\_\_**

20A: Courses planned for Spring Semester (fill in course number and name as apply):

(1): \_\_\_\_\_ (regular graduate course = 3 credits)

(2): \_\_\_\_\_ (regular graduate course = 3 credits)

(3): \_\_\_\_\_ (regular graduate course = 3 credits)

(4): PHYS 539: (reading course) Who: \_\_\_\_\_ Credits: \_\_\_\_\_

(4): PHYS 601 (non-dissertation) Who: \_\_\_\_\_ Credits: \_\_\_\_\_

(5): PHYS 701 (dissertations) Who: \_\_\_\_\_ Credits: \_\_\_\_\_

(6): PHYS 666 (no credits)

(7): Other not-for-credit \_\_\_\_\_ (for example, UNIV 400 or UNIV 402)

**20B: IMPORTANT: TOTAL NUMBER OF CREDITS FOR REGISTRATION SPRING 2014 = \_\_\_\_\_**

22: Approval of checklist, coursework plan and stipend plan by Research Advisor:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If student support includes support from research grant indicate speedtype here: \_\_\_\_\_

23: Approval of checklist, coursework plan and stipend plan by Director of the Graduate Program:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**GRADUATION PLANS:**

25: When is your anticipated date (month/year) for completing your degree? \_\_\_\_\_

26: Anticipated total time to complete your Ph.D. (start to finish, years): \_\_\_\_\_

27: Is the above anticipated graduation date within the next 10 months? (circle one:) YES NO

***If your answer to 27 is "NO" please STOP, and submit your form. Only continue if your answer is "YES" please complete the remainder of this checklist (parts 28A - 33)***

28A: Have you reviewed the School of Graduate Studies schedule of Important Dates and Deadlines? (circle one) YES NO Explain as needed: \_\_\_\_\_

28B: Have you downloaded and reviewed all materials in the PhD Graduation Packet available online from the School of Graduate Studies: (circle one) YES NO Explain as needed: \_\_\_\_\_

28C: Your anticipated deadline for submitting your Application for Graduation form: \_\_\_\_\_

28D: Your deadline for completing Dissertation Defense Form (3 weeks before defense:) \_\_\_\_\_

28E: Your deadline for completing Oral Dissertation (Thesis) Defense: \_\_\_\_\_

28F: Your deadline for all materials to be submitted to School of Graduate Studies: \_\_\_\_\_

29: Will you complete **all** coursework requirements, including 18 credits of PHYS 701 by the semester of graduation? (circle one) YES NO Explain as needed: \_\_\_\_\_

30A: Will you be enrolled for at least one credit of PHYS 701 during the semester that you will graduate (applies even this is during Summer semester): YES NO Explain as needed: \_\_\_\_\_

31: Is your Planned Program of Study completely up-to-date and approved by the School of Graduate Studies? (circle one) YES NO Explain as needed: \_\_\_\_\_

32: Have you and your advisor selected a *tentative* PhD Dissertation Advisory Committee in accordance with the requirements as outlined in the Graduate Student Handbook? (circle one) YES NO

IF "YES" the list names here: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
(3) \_\_\_\_\_ (4) Outside Department: \_\_\_\_\_

***SIGNATURE NEEDED ONLY IF YOU PLAN TO GRADUATE WITHIN 10 MONTHS:***

33: Approval of above graduation plan by **Research Advisor:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_