
CHECKLIST FOR DOCTORAL STUDENTS

COMBINED COUNSELING/SCHOOL PSYCHOLOGY PHD PROGRAM

- ___ 1. Complete the [program of study](#) with your advisor by the first two weeks of the term. If requesting to transfer graduate credit, please supply graduate transcripts and syllabi.
- ___ 2. Complete Discipline-Specific Knowledge (DSK) examinations, if required. Use the [Intent to take Discipline Specific Knowledge \(DSK\) / Doctoral Comprehensive Examination form](#).
- ___ 3. Join professional psychology associations (e.g., [APA](#), [NASP](#), [SIP](#), [NLPA](#)).
- ___ 4. Be an active member of the Doctoral Student Organization, and participate in Research Colloquia.
- ___ 5. Achieve a passing score on the Qualifying Research Project and presentation at the Doctoral Research Colloquia by the first semester of the third year in the program.
- ___ 6. Choose a dissertation chair and work with the chair to complete the Dissertation Proposal Summary and to choose a dissertation committee. The [Recommendation of Dissertation Committee form](#) goes to the Graduate College.
- ___ 7. Write and defend the dissertation prospectus.
- ___ 8. Schedule and take comprehensive examinations. Use the [Intent to take Discipline Specific Knowledge \(DSK\) / Doctoral Comprehensive Examination form](#).
- ___ 9. Apply for [Doctoral Candidacy](#) using the [Candidacy Application for Doctoral Degree](#).
- ___ 10. Submit dissertation electronically to Graduate College [Electronic Thesis & Dissertation Coordinator](#) for a [format check](#) by the [deadline](#).
- ___ 11. Schedule, announce to College, and defend the dissertation by the semester [deadline](#).
[Dissertation Defense Scheduling form](#) goes to the Graduate College at least 10 working days prior to the defense date.
- ___ 12. Submit final dissertation to Graduate College via the [NAU ETD website](#) by the [deadline](#).
- ___ 13. Get approval from advisor and apply for internship.
- ___ 14. Apply for graduation on the [Graduate College website](#) by the [deadline](#) of the semester prior to completion of graduation requirements.
- ___ 15. Complete internship.
- ___ 16. Collaborate with dissertation chair and the Graduate College to participate in the [commencement ceremony](#).

Students and Advisors should refer to the Combined Counseling/School Psychology Doctoral Student Handbook and the Graduate College's Checklist for Doctoral Students for additional details.