

## List of Forms used for EE Ph.D. and CpE Ph.D.

- a) *Dates each item is required vary by semester: please refer to UCF Academic Calendar website (<http://www.registrar.ucf.edu>) for specific deadlines referring to the Graduating Semester.*
- b) *University requirements and details for their forms and submission are listed at <http://www.students.graduate.ucf.edu/pagegen/index.cfm?PageID=142>*

***By End of 2nd Semester after admission, when revised, and prior to Graduation finalize the following:***

### **Program of Study Form**

- a) Microsoft word template for each catalog year available via email upon request by emailing [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu)
- b) Student obtains advisor signature on hardcopy form, and submits signed form to Dr. Kalpathy Sundaram, [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu) for review and approval.

***Each Spring Semester after admission, and used to qualify for Ph.D. Status which is mandatory within two years after admission, submit the following:***

### **EECS Ph.D. Student Annual Review Form**

- a) Microsoft Word Template will be emailed to all Ph.D students and is also available upon request by emailing [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu).
- b) The Advisor completes and assesses the student's academic performance (course performance) and research performance (student's performance at the research adviser's lab and co-authorship of peer-reviewed publications).
- c) Student submits signed form to Dr. Kalpathy Sundaram, [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu) for later review by the graduate committee.
- d) Students will be notified by email (with hardcopy cc: to file) whether they have *Advanced to Ph.D. Status* on their first attempt or instead encouraged to conduct a second attempt the following Spring. Ph.D. status must be obtained within two years from admission to continue enrollment in the Ph.D. program.

**To obtain Ph.D. Candidacy Status which is required the semester in advance of registration for Dissertation Credits, submit the following items:**

**Admission to Candidacy Assessment Form**

- c) Microsoft Word Template for Ph.D. Candidacy Assessment form is available by emailing [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu)
- d) Student completes the form, obtains advisor signature, and submits signed form by emailing [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu).

**Candidacy Status/Committee Form**

- a) Form is available via email by emailing [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu).
- b) Student completes, listing all committee members, and submits signed form to Dr. Kalpathy Sundaram, [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu), for review and approval
- c) NOTE: Dissertation committee members not already approved to serve on Thesis Committees require prior completion of the **Nomination and Appointment to Graduate Faculty Scholars Form** available at <http://www.admin.graduate.ucf.edu/formsnfiles/>  
This form is completed by the advisor and then provided to Dr. Kalpathy Sundaram, [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu), for review, along with a CV of the nominated Graduate Scholar. Approval by UCF Graduate Studies may require several weeks.  
Five (5) Committee members are required for EE and CpE Dissertation Committees of which three (3) must be EECs primary or secondary-joint faculty.

**Each semester during Ph.D. Candidacy Status to register for Dissertation Credits, submit the following:**

**Graduate Special Registration Access Form**

- a) Available at <http://www.cecs.ucf.edu/students/forms.php> under "Graduate Academic Forms"
- b) Student completes, obtains signature from Dissertation Committee Chair, and submits form to Academic Affairs Office in Engr Bldg #1 room 107 no later than one week prior to the first day of classes.

**When the Dissertation Proposal presentation is completed, submit the following:**

**1) Dissertation Proposal Form**

- a) Department required form is available by emailing [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu)
- b) Student completes the hardcopy form, obtains signatures from committee members, and submits signed form to Dr. Kalpathy Sundaram, [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu), for review and approval.

**Prior to Graduation, submit the following:**

**Intent to Graduate**

- a) Submitted online at <http://www.cecs.ucf.edu/graddefense/>
- b) Mandatory that this be completed prior to the Withdraw Date of the semester before the Graduation Semester.

**Student's Request to Defend**

- a) No form is needed, but it is suggested that the student obtain an e-mail from his/her advisor to ensure that the advisor is satisfied with their progress in order that they can now schedule their defense. The student should retain the e-mail for their records.
- b) Advisor will schedule and reserve defense room and time in consultation with student, and Dissertation Committee Members

**Defense Announcement**

- a) Submitted online at <http://www.cecs.ucf.edu/graddefense/>
- b) Mandatory that this be completed at least 2 weeks prior to the date of the defense

**Dissertation Approval Form** (includes *Turn-it-in Certification* to be performed by advisor)

- a) Form and directions available under "Thesis and Dissertation Approval Form" at: <http://www.students.graduate.ucf.edu/formsnfiles/index.cfm?RsrcID=55&Go=Go>

- b) The student returns it to Graduate Studies office in Millican Hall bldg, room 230 once they have obtained all the necessary signatures of all administrators (except Dean of Graduate Studies) on their own by walking in-person to each office.

**Dissertation Defense Form**

- a) This EECS department required form is available by emailing [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu)
- b) Student completes the form, prints it out, obtains signatures from committee members at defense, and submits signed form to Dr. Kalpathy Sundaram, [eecpe-grad@eecs.ucf.edu](mailto:eecpe-grad@eecs.ucf.edu), for review and approval.