

PHD Checklist

Before the end of your first calendar year...

- Appointment of Advisory Committee
- First Committee Meeting
- Submit Advisory Committee form to Graduate Program Office
- Submit Program of Study form
- Submit the Research Prospectus form

After you have completed coursework...

- Schedule Written Comprehensive Exam with Committee
- After passing your Written Exam, schedule your Oral Comprehensive Examination

(At least) three weeks before your Oral Comprehensive Exam...

- Submit the Notice of Examination form – informing the Graduate Programs office of the details of your Oral Comprehensive Exam

Admitted to Candidacy

- Admission to Candidacy form is filled out by Graduate Programs Office and placed in student's file for signatures at time of Oral Comprehensive Examination.

The semester before you plan to graduate...

- Make a graduation check appointment with Graduate Program Office
- Submit your application for graduation through Athena
- Submit a Recommended Change in Program of Study (if applicable)

Your last semester...

- Submit electronically for format check by deadline issued by the Graduate School
- Schedule your Dissertation Seminar and Defense
- Schedule your Exit Interview

(At least) three weeks before your Dissertation Seminar and Defense...

- Submit the Notice of Examination form – informing the Graduate Programs Office of the details of your Final Oral Examination
- Notify the Graduate Office and Graduate School if you will be attending graduation