

ISE Ph.D. Degree Checklist

	Title		Title		Title
A/C	Advisor/Chair	GAC	Graduate Advisory Committee	GSO	Graduate School Office
DGP	Director of Graduate Programs	GS	Graduate Secretary	ST	Student

Completion Date	Expected Completion	Required Activity	Responsibility
	Upon Arrival	Assignment of interim advisor	DGP
	Upon Arrival	Coursework planning	ST, A/C
	Summer Year 1	Schedule and take Qualifying Examination	ST, A/C
	Year 1 or 2	Select major advisor or chair	ST
	Year 2 or 3	Form Graduate Advisory Committee	ST, A/C, GS, DGP
	Year 3	Submit Plan of Graduate Work	ST, A/C, GS, DGP
		Assignment of Graduate School Representative	GSO
		Dissertation research planning, independent study, and/or preliminary research	ST
		Dissertation protocol submitted to committee; discuss preliminary oral examination dates with graduate advisory committee and Graduate School representative.	ST, GAC
		Schedule preliminary oral examination; two and a half weeks advanced notice is required	ST, A/C, DGP, GAC, GS
		Notification of preliminary oral examination date (to student, committee, and Graduate School representative)	ST, GS, GSO
		Discussion of oral examination procedures	ST, A/C
	Year 3	Preliminary oral examination; report of results to graduate school through graduate secretary	A/C, GS
		Approval of dissertation proposal (may occur concurrently with preliminary oral examination)	GAC
		Admission to candidacy	GSO
		Attend thesis workshop	ST
		Dissertation draft submitted to chair for review	ST, A/C
		With chair approval, submit dissertation draft to committee for review; discuss dates for oral examination	ST, GAC
		Schedule final oral examination, two and a half weeks advanced notice is required; submit brief abstract of dissertation	ST, A/C, DGP, GAC, GS
		Notification of examination date to student, committee, and Graduate School representative	ST, GS, GSO
		Dissertation revisions (if necessary) to committee and Graduate School representative	ST
		Discussion of final oral examination procedures	ST, A/C
	Year 5 (Year 4 with master's)	Oral examination; report of results to Graduate School through graduate secretary	A/C, GS
		Submit dissertation copies to Graduate School; familiarize yourself with the Graduate School's ETD Process page	ST
		Apply for graduation before deadline	ST