

# PHD SCHEDULE

## Semester 1

- Committee Formation
  - Student selects members in consultation with advisor
- Milestones:
  - **Appointment of Graduate Student Advisory Committee form**

## Semester 2

- 1st Committee Meeting
- Milestones (March 15 or December 15 deadline):
  - **Graduate Study Plan**
    - Preliminary Proposal (submitted with GSP)
      - 3-5 page document
  - **Report of the Advisory Committee form**

## Semester 3-5

- **Formal Thesis Proposal**
  - Should be approved before the comprehensive exam
  - Study for the Comprehensive Exam
  - Student requests a reading list from the committee ~3-4 months before the exam

## Semester 5-6

- **Written Comprehensive Exam**
- Should occur after completion of the courses listed in the Graduate Study Plan
- **Oral Comprehensive Exam** (within 1 month of written exam)
- **Request an external examiner** for the Oral Comprehensive Exam at least two full weeks in advance (longer lead time is advisable)
- Milestones:
  - **Report of Examination Form**
  - **Advancement to Candidacy Form** (completed no later than the semester before defense)

## Semester 6-10

- Annual committee meeting
- Milestones:
  - **Report of Advisory Committee** (March 15 or December 15 deadline)
- Students must maintain good standing (see guidelines for good standing)

## Defense Semester

- Ensure all graduate requirements are met
- Ensure registration for a minimum of 3 credits in the defense semester (including summer)
- Check the "Path to Graduation" timeline
- Application for Graduation
- The committee approved the final version of the thesis
- Defense announcement and request an outside examiner (at least two weeks before the defense)
- **Public defense & closed-door exam** with the committee
- Milestones:
  - **Report on Thesis Defense Form**
  - Submit the final committee-approved thesis to department chair
  - Submit a **Thesis Approval Form**