

Progress Checklist for PhD

All PhD students:

During the first semester

- **Find a Major Professor** within your department or program.
- In consultation with your major professor, **form a Graduate Advisory Committee**.

Second semester:

- **Obtain approval of first Program of Study** (POS) by Graduate Advisory Committee and submit it to the Office of Graduate Education. (*Due to the Graduate Office before mid-term.*)

Schedule with your committee:

- **Qualifying exam**. Normally taken within the first 2 years of enrollment. (Discuss program specific timeline with your Major Professor or Program Coordinator.)

At least twelve months prior to defense:

- **Comprehensive Coursework Examination, Dissertation Proposal Defense, and Application for Admission to Candidacy**. (Discuss program specific timeline with your Major Professor or Program Coordinator.)

At least one semester PRIOR to semester of graduation (NOT during the semester of graduation):

- Review and **revise Program of Study** as necessary.

During final semester:

- **Dissertation defense**. (*See Graduate Education website for published deadline dates.*) Allow 8-10 weeks to complete the major professor review, committee review, defense and final revisions.
- **Submit dissertation**, after it has been defended and approved by the entire committee, to the Office of Graduate Education to be reviewed for grammatical corrections and final approval by the Dean of Graduate Education. (*See Graduate Education website for published deadline dates.*)
- **Final check out** - Prior to leaving campus - make certain you have cleared up all financial obligations to the University, have cleaned your laboratory space, have turned in all of your keys, and have everything turned in to the Graduate Office. International students, check with the Ivanhoe International Student Center.