

PHD Program Checklist

▶ Before the end of your first calendar year...

- Appointment of Advisory Committee
- First Committee Meeting
- Submit Advisory Committee form
- 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 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 if you will be attending Warnell graduation