

ISE Ph.D. Degree Checklist

You should complete the following checklist as well as notify the Graduate School that you are eligible to graduate in your final semester. This must be done **no later than four weeks before the last day of classes**. For all degrees, to receive a diploma at graduation you must apply through [MyPack Portal](#).

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
_____		Develop thesis research plan; submit written protocol to committee	ST
_____	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