

GRADUATE SCHOOL OF EDUCATION

Milestones for the Ph.D.

Steps	Description	Required Form(s)	Deadline
Program Plan - Year 1	List all courses expected to take in the 1st year in the program	N/A	End of first fall quarter
Program Plan - Year 2	List all courses expected to take in the 2nd year in the program	N/A	End of second fall quarter
Finish all or most coursework: Take written qualifying exam	Take home exam over three day period; offered in fall, winter, and spring typically during week 8 of quarter	Email Graduate Program Coordinator cc: faculty advisor intent to sit for exam	First day of the quarter you wish to sit for the exam
After passing written exam: Nominate oral qualifying exam committee	5 committee members One must be from outside area (cooperating faculty with GSOE not allowed as outside member)	Nomination for the Oral Qualifying Exam Committee (Form 2) on R'Grad via R'Web	At least 2 weeks before the exam, preferably one month prior to exam
Check degree audit	Make sure all course are checked off; fill out substitution or waiver forms, if necessary, with faculty advisor approval	Waive coursework petition on R'Grad; email Graduate Program Coordinator for course waivers cc: faculty advisor	Submit before or at the same time you take the oral exam.
Complete oral qualifying exam (closed to public)	Oral exam for the dissertation prospectus (pre-proposal)	Report on Qualifying Examination for the Degree of Doctor of Philosophy and Nomination of Dissertation Committee or "Form 3"	Must be submitted within 48 hours after the exam; give original to Graduate Program Coordinator
Nominate dissertation committee Submit dissertation proposal and IRB, if applicable	3 committee members; can all be from GSOE Email Graduate Program Coordinator proposal and signed proposal signature page	Dissertation/Thesis Committee Nomination/Change Form Dissertation Proposal Signature Page	At least 2 weeks before the final defense
Submit dissertation draft	Rough draft of final dissertation must be submitted via ProQuest to Graduate Division Attend a format workshop or follow guidelines on Graduate Division site	N/A	Two weeks before the final draft is due (check the Graduate Division calendar for specific date)
Final Defense (open to public)	Ph.D. dissertation final defense Send Graduate Program Coordinator title and abstract for public announcement	Report on Final Examination for the Degree of Doctor of Philosophy or "Form 5" Signature page	Check Graduate Division calendar for specific date depending on the quarter you wish to graduate
Submit final dissertation draft	Final draft of Ph.D. dissertation must be submitted via ProQuest to Graduate Division	Signed signature page with wet signatures	On or before the last day of the quarter (Check Graduate Division calendar for specific date)