

SCHOOL OF EDUCATION

Milestones for the Ph.D.

Steps	Description	Required Form(s)/Reference Material	Deadline
Program Plan - Year 1	List all courses expected to take in the 1st year in the program	Reference: AY course plan on website	End of first fall quarter
Program Plan - Year 2	List all courses expected to take in the 2nd year in the program	Reference: AY course plan on website	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 – chair, 3 members and 1 oversight member Oversight member must be from outside SOE; cannot be cooperating faculty	Nomination for the Oral Qualifying Exam Committee on R'Grad via R'Web	Committee nomination: At least 2 weeks before the exam
Check degree audit	Make sure all courses are checked off; waive/substitute courses with faculty advisor approval	Waive coursework petition on R'Grad; email Graduate Program Coordinator for course substitutions cc: faculty advisor	Clear degree audit prior to or along with completion of oral qualifying exam
Complete oral qualifying exam (closed to public)	Oral exam for the dissertation prospectus (pre-proposal)	Report on Qualifying Exam form on R'Grad via R'Web	Must pass oral exam by end of fourth year Results of exam must be submitted on R'Grad within 48 hours after exam completion
Nominate dissertation committee Submit dissertation proposal and IRB, if applicable	3 committee members; can all be from SOE Email Graduate Program Coordinator proposal and cc: chair to confirm approved	Committee Change (Dissertation/Thesis) form on R'Grad via R'Web	At least 2 weeks before the final defense
Submit dissertation draft for format review	Rough draft of final dissertation must be submitted via ProQuest for format review	N/A	Two weeks before the final draft is due (check the Graduate Division website for

	Attend a format workshop or follow guidelines on Graduate Division website		deadlines)
Final Defense (open to public)	Ph.D. dissertation final defense in front of committee and public Send Graduate Program Coordinator title and abstract for public announcement	Final Defense PhD form on R'Grad via R'Web Signature approval page (dissertation or thesis) form on R'Grad via R'Web	Check the Graduate Division website for deadlines specific to the quarter you plan to graduate
Submit final dissertation draft	Final formatted committee approved Ph.D. dissertation must be submitted via ProQuest	Formatted dissertation (includes any format or committee edits to publish)	On or before the last day of the quarter. Check the Graduate Division website for deadlines specific to the quarter you plan to graduate