Flow Chart for Ph.D. Completion

Admission

Discuss your goals and expectations with your department’s graduate student adviser. Draft a schedule of coursework for your degree.

Determine eligibility of transfer credits, if any. Take courses. Start research. **Continuous enrollment required**

Before completing 2 terms (if you already have a master’s) or 5 terms (if you do not have a master’s):
1. Select program committee members, which must include a Graduate Council Representative,
2. Meet* with your program committee to create a Program of Study.
*Take to the meeting: your Doctoral Program Checklist, all transcripts, list of eligible transfer credits, your program curriculum and initial draft of Program of Study.

At least 6 weeks before your preliminary oral exam and most coursework has been completed, submit your signed Program of Study to the Graduate School. When it has been approved by the Graduate School, you may schedule your preliminary oral exam. **At least 2 weeks before the exam, submit the online Exam Scheduling Form.**

Preliminary Oral Examination

Pass Preliminary Oral Examination

Yes

No

At least 2 weeks before your final oral examination:
1. Use online form to schedule your final oral examination,
2. Distribute a defendable copy of your thesis to your committee,
3. Bring in or email pre-text pages of your thesis to the Graduate School and
4. submit a diploma application (EXCEPT for SPRING Term completion, when you must submit by FIRST week of Spring Term).

Final Examination

Pass Final Examination

Yes

No

Graduation

Upload final dissertation to ScholarsArchive and relevant paperwork to the Graduate School within 6 weeks of your defense date. You must be registered for 3 graduate credits when you submit your dissertation to the Graduate School.

NOTE: A dashed line connected to a university requirement indicates your department or program may have additional requirements. Check with your academic unit for its specific rules and requirements.

NOTE: At least ONE term must elapse, but no more than 5 YEARS may elapse between Preliminary Oral Exam and Final Examination.

NOTE: Continuous enrollment required unless leave of absence requested.

Academic Unit Graduate Degree Requirements

Review the graduate degree requirements of your academic unit (college, school, department or program) with your adviser, the program director/chair or the graduate program director.

Review the graduate degree requirements of your academic unit (college, school, department or program) with your adviser, the program director/chair or the graduate program director.

NOTE: A dashed line connected to a university requirement indicates your department or program may have additional requirements. Check with your academic unit for its specific rules and requirements.

NOTE: Check the Graduate Catalog for full details on deadlines.