

Summary of Steps to Fulfill Doctor of Philosophy Degree

Establish Advisory Committee	When: During student's first semester
Submit Degree Plan	When: Before the end of student's fourth long semester (second long semester for 96-hr Ph.D.) and no later than 90 days prior to preliminary examination (GPS will block registration for the following semester) Approval: Online process after consultation with advisory committee.
Submit dissertation proposal	When: By the end of the student's fourth long semester (second long semester for 96-hr Ph.D.). Approval: Advisory Committee, Associate Department Head
Complete Advancement Review - (96-hr Ph.D. students only)	When: Before the end of the fourth long semester Approval: Entire graduate committee
Review Preliminary Exam Eligibility Requirements (see GPS homepage forms link for checklist)	When: End of fourth or fifth long semester and several weeks before the proposed date of the preliminary exams. Checklist must be submitted in ARCS and approved by advisory committee chair and Associate Department Head. The checklist is held and submitted to the Graduate School with the results of the preliminary exam(s)
Prepare and submit any petitions found necessary by the review of the eligibility requirements (checklist)	When: At least 3 weeks before the expected date of the preliminary examination Approval: Advisory Committee, Associate Department Head, and the Graduate and Professional School
Establish date(s) of the preliminary exam(s) with committee **Note** The Graduate School does not approve the exam date. This is done with your committee	When: Student must be within 6 credit hours of completion of all formal course work (excluding 681, 684, 690, and 691) or no later than the end of the semester following completion of all formal course work on the degree plan. Approval: Advisory Committee, Associate Department Head
Complete preliminary exams, submit the Report of the Preliminary Examination and the Preliminary Examination Checklist to the Graduate and Professional School via DocuSign	When: No later than the semester following completion of formal course work. Complete exams within 3 week time frame and report results to the Graduate and Professional School within 10 working days. Approval: Advisory committee Provide copy of results to: Associate Department Head
GPS notifies the student and chair of deficiencies/problems	When: Following the review of the Report of the Preliminary Examination and the Preliminary Examination Checklist
Complete residency requirements	When: Before submitting request to schedule Final Exam Approval: The Graduate and Professional School
Apply for degree, pay graduation fees	When: During the first week of the final semester (see GPS calendar for deadlines) Approval: Graduate and Professional School
Confirm with advisory committee that all degree plan courses are complete; submit dissertation to advisory committee	When: Well before submitting request to schedule final exam
Submit request for permission to hold and announce final oral exam **Note** Results must be submitted to the Graduate and Professional School within 10 workings days of the exam	When: Must be received by the Graduate and Professional School at least 10 working days prior to the exam (see Graduate School calendar for deadlines) Approval: Advisory Committee, Associate Department Head or IDP Chair, and the Graduate and Professional School
Submit Dissertation <ul style="list-style-type: none"> Single PDF file - submitted in Vireo Dissertation approval form - submit in ARCS Copyright approval form - submit in ARCS 	NOTE: See Thesis Manual for format When: See GPS calendar for each semesters deadline Approval: Advisory Committee, Associate Department Head