



PHD CHECKLIST AND TIMELINE

YEAR ONE – TWO [after receiving MA]

- Petition to Proceed approved and passed.
Date: _____
- With the help of faculty advisor, identify possible Graduate School Representatives (GSRs) and contact them to see if they are willing to be the GSR on your PhD Supervisory and Reading Committees.
- Submit Appointment of Adviser and Committee Members Form to establish your PhD Supervisory Committee to the Academic Counselor (AC), who will enter it into MyGrad.
 - *Chair/Supervisor:* _____
 - *2nd member:* _____
 - *3rd member:* _____
 - *GSR:* _____
- PhD language requirement satisfied. Ask faculty advisor to describe the terms of this requirement and to document fulfillment (by email or hard copy) for student file.
Date: _____
- Department and Graduate School course requirements satisfied (with the exception of 27 credits of ASIAN 800: Dissertation Writing) and approved by AC.
 - 90 credits total (45 before PhD stage)
 - Classes should be chosen in consultation with adviser

YEAR THREE – FOUR

- Three Field Exams completed and passed.
1st Field- Supervisor/date passed: _____
2nd Field- Supervisor/date passed: _____
3rd Field- Supervisor/date passed: _____
- Use MyGrad student view to schedule General Exam for the PhD. After exam, committee members sign warrant (provided by AC). Return warrant to AC to record results.
- Dissertation abstract presented to and approved by the Doctoral Supervisory Committee.



YEAR FIVE – SIX

- Submit Appointment of Adviser and Committee Members Form to establish the Reading Committee (As opposed to the Supervisory committee, this is the group who will read and sign off on your dissertation.) **This should be done by the quarter *before* you intend to defend your dissertation.**

1st member: _____

2nd member: _____

3rd member: _____

- Dissertation prospectus presented to Reading Committee; then, submitted, approved and filed with the AC.

Date: _____

- Schedule defense in consultation with the Supervisory Committee. First contact your committee members to establish the date and time. Next, schedule the exam by reserving a room (contact Program Coordinator) and submitting a request to “Schedule a Doctoral General or Final Exam” on MyGrad.

Date of final exam/defense: _____

- After Final Examination is complete, ensure that warrant (provided by AC), is filled out with the results of the exam and appropriate signatures; submit to AC.

GRADUATION

In order to graduate on time, you will need to ensure that the following items on this list are completed and on-file with the Academic Counselor.

- Departmental and Graduate School course requirements must be satisfied: 90 credits, including 27 credits of ASIAN 800 (dissertation writing).
- Field Exams and General Examination for the Ph.D. passed.
- Final Examination passed.
- Warrant, with appropriate signatures, submitted to the AC.
- Dissertation, with appropriate signatures, submitted to the Graduate School via ETD.
- Dissertation and Doctoral Dissertation Reading Committee Approval Form submitted to the Graduate School via ETD.
- Exit survey returned to the Graduate School. Please also leave your forwarding address with the AC.